

CANDIDATE SPECIFICATION



JOB TITLE	Driver/Dispatcher
REPORTING TO	Supervisor
DEPARTMENT/SUB DEPARTMENT	Supply Chain, Distribution
LOCATION	Southend-On-Sea
OVERALL PURPOSE	
To work in Stores and Dispatch areas of material control.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none"> • The driver shall strictly observe Traffic Rules and Regulation and maximum speed limit as prescribed by the Land Transportation Office (LTO) and the company vehicle policy. • The driver shall always drive safely and must exercise cautious driving while on the road to prevent accident. • The driver shall maintain assigned vehicles, ensuring vehicles are clean and in good condition and be responsible for necessary maintenance such as washing and /or cleaning of assigned vehicles. • The driver shall be responsible for the routine check-up of the vehicles - routine check-up to include but not limited to oil, brake function, water, lights & tire condition and the like. • The driver will be required to load/unload vehicles, which could involve the use of Company forklifts and other lifting/moving equipment where relevant. • The driver shall be responsible for storing items and materials in the correct locations and for ensuring that parts are distributed to areas around manufacturing. • It is the sole responsibility of the driver to monitor expiration and renewal of his driver's license without causing any inconvenience to the Company schedule. • The driver shall observe strictly the Company rules and regulations, policies and directives and instruction of the Company. • The driver shall be responsible for ensuring that a high standard of housekeeping is maintained throughout the working area. • The driver shall be responsible for and ensuring that all Health and Safety Policies are adhered to. • Manual handling and Heavy Lifting will be required to complete daily tasks • To assess and move loads in a safe and efficient manner • To carry out any other tasks where reasonable and relevant, when required. 	

CANDIDATE SPECIFICATION



QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE (or equivalent) English and Maths at Grade C or above	✓	
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Full clean UK Driving License	✓	
Experience in material handling and packing	✓	
Experience working in the Aerospace Industry		✓
Ability to use a Pedestrian Pallet Fork Truck, lifting and packing equipment		✓
Own transport	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	