



POSITION DESCRIPTION

TRUCK DRIVER

TITLE: Truck Driver
REPORTS TO: Despatch Manager
DATE: September 2023

OVERALL OBJECTIVE

To ensure the safe, efficient delivery of quality product to our customers in a professional and timely manner.

KEY STAKEHOLDERS

INTERNAL

Despatch Manager, Logistics Manager, Executive Operations Manager, Material Movements Manager

EXTERNAL

Customers

RESPONSIBILITIES

- Ensure appropriate and professional personal presentation
- Adhere to Safety Policies and requirements of internal and external sites
- Understand and comply with unloading and loading procedures
- Report any vehicle defects and/or maintenance requirements to Despatch Manager
- Ensure quality of product being transported and while loading and unloading
- Ensure all company trucks are kept in a clean and tidy condition
- Maintain a customer service focused attitude to all customers
- Adhere to all relevant safety and road laws, while maintaining a positive attitude to road users
- Ensure delivery targets are met in an efficient and timely manner
- Ensure all internal and external documentation is completed as required
- Actively participate in meetings and contribute positively
- Locate and sort products prior to delivery as required
- Manual handling of products to load, unload and secure on to and off trucks

THE WALSHS WAY

Actively promotes and adheres to the Walshs Way values

- **Safety First**- In every task and every day
- **Customer at Heart**- Best products, service and expert knowledge
- **Respect**- For each other, our customers and suppliers
- **One Team**- Working together for success
- **Always Better**- Improving today for tomorrow

WORK HEALTH & SAFETY

- Take reasonable care for their own health and safety



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- Take reasonable care for the health and safety of others who may be affected by their actions in the workplace
- Ensure WHS principles are applied to every aspect of work
- Hazards are identified and reported immediately in accordance with the WHS procedures.
- Safe work and care practices are adhered to and actively promoted
- Work with service provider of WHS services.

SKILLS & QUALIFICATIONS

- Must have current and valid MR driver's licence or higher
- HR licence and/or Vehicle Loading Crane Licence would be desirable
- Forklift Licence would be desirable
- Strong communication and customer service skills

EXPERIENCE & ATTRIBUTES

- Driving and delivering experience
- Exposure to the glass industry would be an advantage
- Good knowledge of road and safety laws