



SIK YUEN LIMITED

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Job Description

Job Title Wholesale Driver

Reporting to Head Wholesale Operations

Purpose Transporting goods in a safe and efficient manner from one location to another and ensuring that delivery is properly recorded.

Principal Accountabilities

- Transport safely packages to and from destinations
- Research and plan for traffic, construction and weather delays
- Determine the best route and adhere to journey management
- Ensure that the vehicle is always fuelled and ready for use
- Ensure vehicle is washed regularly and clean at all times
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date
- Pick up items from warehouses and ensure quantities and products tally with invoices.
- Assist loaders in loading items onto the van and ensuring that they are stacked properly
- Ensure that the van door is locked correctly post loading
- Drive the van to the destination in a safe manner and by following all traffic rules and applying defensive driving skills.
- Assist with the unloading of items
- Make sure that the item count is correct
- Take signatures on order delivery forms and inform superior of successful delivery
- Ensure signed invoices are returned promptly to the invoicing clerk.
- Check the van periodically to make sure that all is in good working order
- Perform general checks and scheduled maintenance on the van

Experience and Skills

- Secondary education
- Clean and relevant driving licence
- Defensive driving skills
- Strong communication skills
- Strong customer service skills
- Good planning skills
- Food handler's certificate