



JOB DESCRIPTION

Job title	Casual Driver and Installations (Christmas)		
Duration	November – December (3 week period)		
Hours	Variable	Days	Variable
Department	Christmas	Location	Lanark
Reporting to	Christmas Coordinator		
Essential requirements	<ul style="list-style-type: none">• Full clean driving licence		
Preferred Experience	<ul style="list-style-type: none">• Previous commercial driving experience		

Purpose and objectives of the role

To deliver and install and uplift Christmas trees to GP Plantscape clients throughout Scotland.

Main duties and responsibilities

- To drive safely to and from destination.
- To adhere to the Company Vehicle and Driving Policy.
- To ensure vehicle is loaded correctly and safely and goods arrive at destination in excellent condition.
- To ensure all tools and equipment required for the installation are packed in the vehicle.
- To ensure all order items are correct and loaded in the order the deliveries will be made.
- Navigate to destinations via the shortest possible route.
- Use GPS and knowledge to navigate to installation sites as efficiently as possible.
- To unload vehicle on return and ensure all items are placed in the appropriate storage area in the nursery.
- Perform daily vehicle checks.
- Be able to drive in inclement weather such as snow.
- Ensuring delivery notes are signed by clients and returned to admin.
- Ensure customer is happy with delivery/installation.

Competencies



Communication	<ul style="list-style-type: none">• Demonstrate effective communication to both internal and external customers and the interior team.• Friendly and personable demeanor
Organisational skills and time management	<ul style="list-style-type: none">• Ability to multitask.• Ability to work to deadlines• Can work with minimum supervision
Inter-personal skills	<ul style="list-style-type: none">• Ability to work well in teams• Self-motivated• Confident in handling new tasks• Flexible to assignments• Attentive to detail
Timekeeping	<ul style="list-style-type: none">• Must have excellent timekeeping and attendance