

## Delivery Driver—not HGV

### SUMMARY

POSITION: Delivery Driver — circa 30hrs p/w—PERMANENT (part time) after 6 months probation

JOB ROLE NOTES: We require a transit style delivery driver to collect and return equipment sent to us from clients. The requirement is 3 days per week (Thursday's, Friday's & Monday's + van loading). The job is about 30 hrs per week. The delivery drops are to pre-existing clients (NOT MULTIDROP) and follows a predestined weekly route. We are looking for individuals who are diligent with paperwork, enjoy safe driving, relish an early start and take pride in their work.

LOCATION Start & Finish—Broadland Business Park – NR7. Delivery route over East Anglia, and London

SALARY: £10.73 p/h—Hours are Mon, Thurs & Fri—approx. 30 hrs + bonus

### RESPONSIBILITIES

- Collect and delivery clients equipment ensuring goods are safe in transit
- Driving responsibly & courteously in transit sign written style van
- Interface where required with clients whilst collecting and delivering
- Ensure goods are stowed safety during transit
- Present a professional company image (polo shirts provided)
- Perform daily van checks and periodically wash van
- Carry out any other reasonable tasks as deemed necessary by manager

### QUALIFICATIONS & KEY SKILLS

- Full UK driving licence (preferably with zero points) - please declare on application
- Good interpersonal communications skills—ability to assist clients requirements
- Ability to self-motivate and enjoy early starts
- Keen to learn new systems (barcode tracking of items on PDA) and ability to accurately follow instruction from colleagues

### PERFORMANCE INDICATORS

- Work level management and internal conformance reporting
- Customer feedback and compliments resultant from quality working standards
- Vehicle organisation & tidiness with a methodical approach to workflow
- On-going management appraisal (and formal annual)



The Utility Equipment Specialists

Norwich Instrument Services Ltd, Tel + 44 (0) 1603 416 900  
Faraday House, Peachman Way Fax + 44 (0)1603 416 902  
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Norwich, [nisltd.co.uk](http://nisltd.co.uk)  
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## BENEFITS

- Brand new facility with secure parking, exceptional modern & professional working environment, canteen (non-serviced)
- Not MULTIDROP—set delivery routes and achievable routes (we have been doing this delivery round for 20+ years!)
- Well serviced presentable vehicles & NIS branded workwear
- 3 days per week (Mon, Thurs & Friday—approx. 10 hrs per day)
- Company pension scheme
- Bike to work scheme
- Family run company where employees are valued individuals
- Training and support given on delivery routes

## APPLICATION

If you would like to the opportunity to join the NIS team please send your CV, and a short introduction about yourself on why you feel you would be the perfect fit for us to:

**[careers@nisltd.co.uk](mailto:careers@nisltd.co.uk)**

**Or by post to the address below FAO Operations Manager**

**Closing Date 13th March 2022** (or sooner if position filled)

## NIS BACKGROUND:

Norwich Instrument Services has organically grown since 1997, working primarily in the electricity distribution industry. From humble beginnings the company has expanded into many factors and are recognised nationally in our market sector. Our corporate clients demand a high standard which we achieve in a relaxed, professional and enjoyable working atmosphere. We are still family run with comparable values ethics, ensuring jobs are completed safely and in a timely manner.

We have recently moved to our new corporate facility at Broadland Business Park, providing an enviable working environment with underfloor heating and air conditioning —and state-of-the-art testing and repair facilities, a non-serviced canteen, locker rooms, shower facilities, secure bike and motorbike storage and parking.

Our employee retention and longevity of service speaks volumes and we are looking for individuals who will slot into our dynamic and diverse team.

# NIS

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