



Position	Parts Delivery Driver
Contract Basis	Full Time Position
Location	Sheehy Motors Naas
Closing Date	16th October 2017

Job Function

Responsible for ensuring parts orders are delivered in a timely manner. You will represent our company in a professional manner, ensuring high levels of customer satisfaction at all times, as well as being a reliable team player with a flexible approach to working within a busy environment.

Job Responsibilities:

- Complete on-time delivery of goods efficiently and accurately
- Loading and unloading of the Parts van
- To deliver from large pallets to individual boxes in a safe and timely fashion
- Ensure Customer satisfaction on every order
- Complete necessary paperwork (signed delivery documentation, reports etc as required)
- To carry out all tasks as requested in a competent and diligent manner
- Maintain the security of the delivery van while in your custody, including personal effects and contents by locking the van when left unattended.
- Drive in a safe and considerate manner at all times.
- Work carefully to avoid accidental damage to the vehicle and components during work activities
- Assist in the Parts Department as directed
- Assist the Service Department with collection and drop-off service for customers as required

Key Competencies

- Be fluent in verbal and written English
- Prior experience as a Delivery Driver
- Ability to multitask and work under pressure in a busy aftersales environment
- Full Clean Driving Licence is essential
- Good communication skills both verbal and written
- Knowledge of Kerridge would be a distinct advantage
- Excellent time management skills
- Local area knowledge desirable

Applications must be submitted in writing to hr@sheehymotors.ie by 4pm on 16th October 2017