

S a l a c i a

OF GREAT BRITAIN

Delivery Driver

Location: Kent based, with regular travel required

Hours: Monday – Friday, 07.30–17.30

Reports to: Operations Manager

The Role

This role is responsible for the safe, accurate and professional delivery of goods to customers, sites and other required locations.

The Delivery Driver is often the last physical point of contact between Salacia and the customer. This role directly affects customer experience, delivery accuracy and the professional presentation of the business.

This is not just driving. It requires care, organisation, professionalism and strong basic discipline around goods handling, proof of delivery and vehicle standards.

Core Responsibilities

Delivery Execution

- Collect, load and deliver goods safely, accurately and on time
- Check all goods prior to loading – correct items, quantities and condition
- Execute efficient delivery routes to meet daily schedules
- Handle all goods carefully to minimise damage in transit
- Obtain proof of delivery including signatures and photographs where required
- Communicate clearly if a delivery issue, delay or site problem arises

Goods Handling & Accuracy

- Prepare and organise deliveries logically to reduce errors and wasted time
- Sense-check paperwork, addresses and delivery instructions before leaving
- Report shortages, damages or anomalies immediately and clearly
- Treat delivery accuracy as part of customer service – not a separate function

Vehicle & Presentation Standards

- Maintain the delivery vehicle in a clean, roadworthy and presentable condition
- Carry out daily vehicle checks and report any defects or maintenance needs promptly to the Operations Manager
- Drive responsibly and in a way that reflects the business well
- Comply with all road traffic legislation and company driving policy

Support to Operations

- Support goods-in activity at the warehouse when not out on deliveries
- Assist with stock checks, storage and warehouse organisation as required
- Remain flexible where priorities change or urgent deliveries arise

General Responsibilities

- Maintain accurate records and follow internal processes
- Comply with all company policies and health and safety requirements
- Represent Salacia professionally at all times
- Respond positively to changing priorities and workload needs
- Undertake additional duties reasonably required to support the role

About You

- Full, clean UK driving licence – essential
- Experience in a delivery, logistics or similar driving role
- Physically fit and able to handle heavy items safely
- Reliable, punctual and well-organised
- Professional manner with customers and a positive approach

Standards of Performance

- Reliability and punctuality
- High delivery accuracy and care with goods
- Professional behaviour and presentation
- Strong communication when issues arise
- Good discipline around checks, proof of delivery and vehicle standards

Key Performance Indicators

- On-time delivery performance
- Delivery accuracy
- Damage and claims rate
- Proof of delivery compliance
- Vehicle and presentation standards
- Good customer feedback and professional conduct on site
- Strong support to the wider operations function
- Clean vehicles and reliable vehicle reporting