

## **Driver / Delivery Person**

### **“Lead in promoting Company’s Multinational range of products”**

**Nestlé Malta Ltd**

**Full Time**

You are a dynamic Driver / Delivery Person professional who possess autonomy and ability to work with minimum supervision, good communication skills, able to develop good working relationships with both customers and colleagues, decision making ability and service orientation.

In this role you will be able to ensure that the supplies ordered by the customers are delivered timely and safely to the client’s warehouse/shops and make sure that the proceeds of sales are remitted to the Company/Bank without delay.

#### **Key responsibilities**

- Ensure safe and efficient delivery of products to the customers according to instructions;
- Orders are prepared in cooperation with the warehouse & transport coordinator;
- Goods and equipment are packed/unpacked and stored according to instructions;
- Returns from customers are taken back and delivered to warehouse in accordance with instructions and procedures;
- Record of deliveries should be kept at all times;
- Cash and cheques are collected upon delivery according to terms and conditions;
- Ensure safe remittance to the office or to Bank in accordance with the standard instructions;
- Other duties which may be assigned from time to time are performed in a safe, accurate, and efficient manner.

#### **Education and experience**

- Secondary school leaving certificate or equivalent combination of education and experience;
- Previous material handling experience preferred
- Clean relevant C or C1 driving license;
- Autonomy and ability to work with minimum supervision;
- Good communication skills;
- Service orientation;

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