

## Job Summary:

We are looking for a reliable and efficient Driver Cum Delivery Associate to join our team. The ideal candidate will be responsible for both driving company vehicles and delivering goods to our customers in a safe and timely manner. This role combines the responsibilities of transportation and logistics, ensuring seamless operations from pickup to delivery.

## Key Responsibilities:

### 1. Driving Responsibilities:

- Safely operate company vehicles for deliveries and transportation.
- Ensure proper maintenance and upkeep of the vehicle, reporting any maintenance or repair needs.
- Follow traffic rules and regulations to maintain safety standards while driving.
- Ensure timely and efficient routing for optimal delivery times.

### 2. Delivery Duties:

- Deliver goods to customers' homes or business locations, ensuring accurate and timely delivery.
- Verify the contents of the delivery, including checking for any damaged goods or discrepancies in orders.
- Obtain necessary customer signatures upon delivery to confirm receipt of goods.
- Provide excellent customer service during interactions with customers, answering any questions they may have regarding products or delivery details.

### 3. Logistics Support:

- Load and unload products into the delivery vehicle, ensuring proper handling to prevent damage.
- Assist in the coordination and preparation of delivery schedules.
- Help with organizing deliveries in the warehouse and loading dock to ensure efficient routing.
- Maintain accurate records of deliveries, including tracking and confirming the status of deliveries.

### 4. Administrative Tasks:

- Maintain delivery logs and update records of delivery status, including successful deliveries, delays, and any incidents.
- Report any delivery-related issues, accidents, or vehicle malfunctions promptly.
- Provide feedback to the team regarding route efficiency, customer satisfaction, and possible improvements.

### 5. Safety and Compliance:

- Ensure compliance with all road safety regulations and company policies.
- Adhere to company standards for cleanliness and condition of the delivery vehicle.
- Follow safety protocols when handling goods, especially fragile or hazardous materials.
- Ensure all delivery documentation is completed accurately and on time.

#### Qualifications:

- Education: High School diploma or equivalent.
- Experience: Minimum of 1-2 years of experience in driving or delivery-related roles.
- Licenses/Certifications: Valid driver's license (type based on vehicle requirements), and a clean driving record.
- Skills:
  - Strong driving skills with knowledge of local roads and routes.
  - Excellent communication and customer service skills.
  - Ability to read and understand delivery instructions and maps.
  - Good organizational skills and attention to detail.
- Physical Requirements: Ability to lift packages up to [insert weight] kg, and perform physical tasks related to loading and unloading.
- Tech-Savvy: Familiarity with GPS navigation systems or delivery management apps is a plus.

#### Key Attributes:

- Punctual and reliable, with a strong work ethic.
- Customer-focused attitude and problem-solving abilities.
- Ability to work independently or as part of a team.
- Flexible and adaptable to changing delivery schedules and tasks.
- Strong time management skills with the ability to meet deadlines.

#### Working Conditions:

- The role involves working in varying weather conditions and may require lifting and carrying packages.
- Flexibility in working hours may be required, including evenings, weekends, or holidays based on delivery demands.

#### Benefits:

- Competitive salary.
- Health and wellness benefits.
- Incentive programs based on performance.