

JOB TITLE	Delivery Driver/Stock Person	LOCATION	Laverton VIC (Base) Melb. Metro.
JOB GRADE	Op Level 1	DEPARTMENT	Transport and Warehouse
REPORTS TO (title only)	Warehouse Manager	DATE	20 April 20 --

Company Overview

John Readings Pty Ltd is an Australian multi-national company trading under the name Readings. Its primary business is in bricks-and-mortar general bookselling however, over recent times and, in line with online service provision, it has purchased a large, state of the art warehouse in Laverton VIC that supports a number of strategically located DC's in Australia and globally. The company currently has over 850 stores located across Australia and New Zealand with a further 20 stores planned to open later this year in Asia.

Laverton has easy access to road, air, sea and rail transport options with both Avalon and Tullamarine Airports within easy reach and the Docklands precinct for air cargo. Reads is currently also expanding into China, Japan and India.

At Reads, we're passionate about our people and profession and are investing in all areas of our business, so the opportunities to make an impact based on your interests, skills and talents have never been greater. If you have a focus on customer satisfaction, teamwork, and enjoy the free exchange of ideas, consider joining our team.

Summary

The delivery driver/stock person delivers to, and picks up from, our retail stores in the Melbourne and metropolitan region.

This position requires maintaining an on-time schedule and a cordial, professional relationship with our customers. This position requires frequent contact with store managers, their teams as well as retail customers at various locations.

The ability to work in a fast-paced environment, to problem-solve, and be flexible are important qualities required to be successful in this position. Safe driving and maintaining a positive image of the company are mandatory.

This position also stocks incoming product and picks orders for fulfilment.

Responsibilities for this role include:

- Interact with customers in a manner that encourages repeat business,
- Deliver orders to customers on a regular route, on time, per schedule,
- Deliver to customers off a regular route as needed,
- Pick up and record return stock,
- Pick up and record new and defective merchandise returns,
- Support our retail vendor managed inventory program by writing orders and stocking inventory at select accounts,
- Drive safely and courteously,
- Perform daily delivery vehicle inspection,
- Maintain a clean and serviceable delivery vehicle,
- Operate material handling equipment with proper training,
- Check in shipments in an accurate and timely manner,
- Correctly post to our inventory system,
- Put stock away and maintain correct location information,

- Where required, accurately pick customer orders and pack in a manner that avoids damage,
- Assist in general housekeeping of warehouse and display area,
- Ability to work effectively as a member of a team and establish and maintain cooperative working relationships with employees, suppliers, customers.

Minimum Qualifications/Requirements

To be successful in this role the following is required:

- Most hold applicable driver's license with necessary heavy vehicle endorsements,
- A good route knowledge of Melbourne and suburbs with at least five years' experience in delivery driving,
- Must be able to read, comprehend, write, perform calculations, input accurately, reason, and analyse,
- Must be able to use database and input data with zero errors on a consistent basis,
- Ability to self-motivate and work independently for long periods,
- The incumbent must communicate both orally and in writing,
- This position requires frequent lifting and handling of heavy material up to 40kg.

NOTE: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

