



**Job Title:** Delivery Driver

22/04/2025

**Reporting to:** Business Operations Manager

**Location:** Based at Slough premises

**Hours:**

**Delivery Driver:** 6am to 3pm (with 1 hour for lunch)

**Main Responsibilities:** Delivering Customer Orders and picking up Customer Returns.

**Relief Delivery Driver:**

- Cover a van route for holidays and absences, including Central London
- When not covering other van routes, making deliveries on own route.
- Ensure that customer deliveries take place in an efficient, accurate and timely manner
- Exceed customer expectations by giving an exemplary and personalised service, such as placing plastic bag over goods if left whilst raining
- Updates POD app on delivery to Customer
- Drives safely and follow all laws and rules of driving to maintain a safe and healthy work environment
- Keeps company vehicle clean and ensure it is well-maintained, has fuel, oil and is ready to drive
- Communicates with sales office/customers by phone to update them of time of deliveries if there have been issues or changes to their estimated time of arrival
- Plan following day's route
- Informs management of any sales opportunities or observations from customer premises
- If back from round early, delivering same day orders in the local area
- May have to lift heavy products or parcels
- Other ad hoc duties as may be required from time to time

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**All Print Supplies Ltd**

**Head Office:** 7b Fairlie Road, Slough, Berkshire SL1 4PY | T 01753 696977

**Northern Office:** A07, Magna 34 Business Park, Temple Road, Rotherham S60 1FG | T 01709 829800

**E** sales@allprint.co.uk | **F** 0800 374635 | **W** allprint.co.uk

Registered Address: 7b Fairlie Road, Slough, Berkshire SL1 4PY. Registered in England No. 3744718