resolutionX

# Position Description

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| Position Title | Truck Driver (VIC) |
| Position Title of Supervisor | Operations Manager (VIC) |
| Reporting to this Position | N/A |

## Position Summary

We are looking for a Full Time truck driver who will work under the direction of the Operations Manager at our Noble Park VIC office. Duties will include driving locally to sites, as well as occasional longer distance work as necessary.
The successful applicant will also be required to perform basic warehouse duties as well as general onsite production work when required. An individual who is physically fit is favourable as some heavy lifting is required.

## Essential Responsibilities and Functions

*On the Road*

- Safe operation of company vehicles; including trucks, vans, and hire vehicles.
- Delivery/Pick Up of equipment from various locations as required.
- Observe safe loading and general OH&S practices.
- Liaison with clients on equipment type/use.
- Ensuring delivery paperwork is completed.
- Mandatory Incident Reporting of all incidents.
- Deliver excellent customer service.

*Factory*

- Loading and unloading of vehicles.
- Basic maintenance and cleaning of company vehicles.
- Assisting with general freight coordination.
- Supervision of junior and casual staff.
- Preparation/Return of lighting equipment for hire/production as required.
- Cleaning, maintenance and manufacturing of equipment as required.
- Ensuring factory and stock shelves are kept in a tidy and ordered manner.
- Operation of Forklift/Reach Stacker where required.

*On Site*

- Supervision of staff while loading.

*Other*

- General duties as directed.
- Assist with goods in/out.
- Communicate and assist with associated companies.

## Core competencies

**Collaboration** - Work productively with diverse individuals in a variety of roles.

**Resourcefulness** - Ability to tackle unforeseen challenges using existing resources.

## Knowledge and Skill Requirements

- At least 2 years truck driving experience
- Medium Heavy Rigid license (MR) required
- HC license preferable

## Hours of Work

Full Time Role – 37.5 hr p/w
Expected working hours are 7.5 hours between 07:00-17:00 Monday to Friday with a 30 minute lunch break. After hours & weekend work will also be required at applicable overtime rates.

## Applying

To apply for the Truck Driver role please email through a current CV and cover letter to hr@resolutionx.com.au