

JOB DESCRIPTION



DELIVERY DRIVER & FURNITURE INSTALLER



OVERVIEW

The Interiors Division is a very busy department looking after the furniture requirements of small, medium and large clients who procure their office furniture through Commercial Interiors. Our aim is to create inspirational working environments.

We currently have a vacancy based from our Head Office in Cheltenham, Gloucestershire for a Delivery Driver & Furniture Installer within our Interiors Division. We are looking for individuals who are passionate, enthusiastic and enjoy working as part of a friendly team!

The role involves the delivery and installation of furniture to our clients. It carries a high level of responsibility in ensuring that all our clients receive the highest levels of customer care.

WE WANT YOU TO...

- Deliver and install furniture to UK wide clients on a daily basis
- Provide the highest levels of customer service to our valued clients
- Check all delivery notes prior to departing Commercial Head Office Warehouse to ensure all appropriate products are on board for that day's installations
- Report any shortages or product damages to Commercial purchasing team
- Complete all deliveries within an agreed timeframe and in accordance with a weekly delivery schedule
- Ensure that the Interiors van is kept tidy and with the appropriate tools on board
- Work with other warehouse staff to assist with unloading of furniture delivery vehicles when not carrying out installations
- Ensure all outstanding orders are on track for due dates and communicate any discrepancies to internal staff
- Monitor any returns and ensure they are collected by Manufacturers
- Maintain a library of updated furniture products

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- Act as the main point of contact between manufacturers and Commercial Interiors staff
 - Update all staff on the progress of furniture deliveries thus ensuring products arrive with customers on desired dates
 - Produce daily performance sales figures record them electronically and distribute them to designated staff

YOU HAVE GOT...

- Previous experience in building office furniture
- Previous experience as a delivery driver would be an advantage
- A full clean driving licence is essential for the role
- Excellent customer service skills
- Excellent time management skills
- The ability to work under pressure and use your own initiative

WHY COMMERCIAL..?

- Competitive salary
- We all get a generous holiday allowance of 25 days plus bank holidays which increases with length of service
- A variety of training & Development programmes tailored to you
- Earn extra money if we hire your friends or family with our employee referral programme
- Want to get healthy? We have free fruit delivered for all staff! And our state of the art coffee machine will be sure to set you up for the day
- Looking for a little extra? You could get a day off for doing charity work and you might even get a treat on your birthday and work anniversary!
- A range of team and social events
- Cycle to work scheme, pension contributions, Employee support programme, Flexi time scheme and more