



JOB TITLE: CLASS 1 DRIVER – LUTON – 40 HOURS	Salary: £13 per hour + Additional Benefits	REPORTING TO: Hub Manager
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A fantastic opportunity has arisen for five Class 1 Drivers to join Secured Mail; one of the largest technology enabled e-commerce and postal logistics businesses in UK.

We offer permanent full-time contracts, free on-site parking, free uniforms (PPE), full training & company pension scheme. In addition, all our employees have access to Perkbox.co.uk which gives you cycle to work benefits, money off at major retailers, restaurants & cinemas and discounted gym memberships.

Originally a letter delivery business, Secured Mail has an outstanding track record for growth, taking turnover from zero to over £80 million in the last ten years since it was established. We have also been ranked several times in the 'The North West's Fastest Growing Company' report and The Insider's 'Growth 100 Report' as well as successful inclusion in the Sunday Times Fast Track 100. We have successfully diversified into the rapidly growing economy parcels market, capitalising on the boom in online shopping.

We are seeking five permanent, full time Class 1 Drivers to join our Transport team based at our Luton Hub. The hours of work are 40 hours per week (additional hours may be available). Shift times will vary in between the hours of 05:00 – 20:00, with Saturday runs being carried out between 05:00 – 15:00. There may also be some weekend work. It is essential that candidates are flexible to work outside of the normal core hours when required.

Roles & Responsibilities:

Our Drivers are the face of the company and they play an integral role in delivering excellent service to our customers every day. We are looking for a professional, self-motivated individual who can work effectively within a team and on their own initiative. Reporting to the Fleet Controller, you will be responsible for ensuring that you comply with all EU and DVSA regulations and H&S procedures and that the vehicle is in a safe and serviceable condition. Complying with working time directive and Drivers hours and regulations. The Class 1 Drivers will report directly to the Transport Manager.

DESCRIPTION OF DUTIES:

Specific Duties and Key Tasks:

To liaise with the Hub Manager for relevant operational and statistical information for the day :

- Working to specified run list provided, complete collections and deliveries to plan.
- Provision of excellent customer service, displaying a professional attitude and behaviour to customers and staff at all times.
- Transportation and the safe delivery of Company and Customers products.
- Ensuring that all deliveries and collections are completed on time to meet all deadlines.
- Complying with local legislative requirements and Company policies & procedures.
- Represent the Company in a professional manner.
- Work as a team with other Transport Drivers.
- Ensure that all vehicle Pre-Operational checks are completed to a very high standard before driving.
- Always practice and promote teamwork, setting an example of attitude and performance.
- Continuously exhibiting courteous and polite communication with all Secured Mail employees and customers.



- Ensure that all paperwork is completed clearly and submitted to the Transport Dept. at the end of each shift.
- Perform Manual Handling in a safe manner to avoid harm.
- Report all defects immediately, once noticed.
- Maintain regular contact with the Transport Dept. particularly if there is a problem during your run.
- Secure loads effectively and ensure loads are within the weight limits.
- Comply with appropriate working time legislation.
- Perform any other ad hoc duties as required by the Company.

This list is not exhaustive and more may be added as other areas of need are identified.

Full training will be provided during induction and further training will be given throughout the course of your employment, to assist in progressing your career with us.

Who we're looking for...

You must have demonstrable previous experience as a Class 1 C&E Driver, with a sound knowledge of Road Transport Legislation. You should be able to understand the Company's Health & Safety procedures delivered in English, and you should be diligent with a keen eye for detail, ensuring that everyone complies with the Company's Health & Safety policy at all times. You should possess a calm temperament and be able to react calmly when things are not going according to plan. You need be passionate, driven and motivated to complete all tasks in the allotted timescales to the highest quality. A Knowledge of the mailing industry and downstream access market would be advantageous.

ESSENTIAL EXPERIENCE:

- At least 2 – 5yrs experience.
- Good interpersonal skills.
- Relevant regulated driving experience.
- Full knowledge and compliance of Road Transport Legislation.
- Good communication skills, both written and verbal.
- HGV Driving Experience.

Required licences or certifications:

- Full clean UK driving licence (or a maximum of 6 points).
- Completed CPC.
- A digital Tachograph Card

Note this job description is not intended to be all inclusive – Employees may also be required to perform other related duties as Negotiated to meet the needs of the organisation