



HGV Driver/Valetor

Location: **Warrington**
Salary: **£11.00 per hour**
Job type: **Full Time / Permanent**
Company: **VMS Fleet (Management) Ltd**

Who we are:

VMS Fleet Management Ltd is a forward thinking Contract Hire, Fleet and Accident Management Company with offices through the UK. VMS provide a wide range of services to blue chip fleet operators and Insurance Companies that includes Accident Management, Contract Hire, Repair and Maintenance Services, Vehicle Hire, Refrigeration, Salvage and Fleet Disposal. An excellent opportunity has arisen for an experienced Hire Administrator to join our well-established and busy commercial vehicle repair team.

***Role Summary:-**

*As part of our continued growth we are now looking to appoint a HGV Driver/Valetor. This position will be based from our Warrington site but will also require collections and delivery's to various locations, locally and to other branches.

Our HGV Drivers play a key role in our success and our standards and expectations are high. The role holder will be a confident individual with outstanding personal presentation. You will possess a good working knowledge of local roads and will demonstrate a highly positive attitude together with the ability to remain calm in pressured situations.

You will be responsible for ensuring that vehicles are checked and cleaned to the required standards and available for hire, this will include preparing de fleet and end of contract vehicles for resale as well as ensuring all vehicles are parked correctly in the yards and kept secure. You will maintain good communication with the office at all times and make a positive contribution to achieving site targets.

Ideally, you'll have some basic mechanical knowledge and be the kind of person who responds to customers with the utmost care and attention, providing the highest level of service to contribute positively to the growth of the branch. You'll be a great team player, assisting other team members in their roles when required. You will also be confident in driving a wide variety of different vehicle types.

You will hold a full driving license, ideally up to and including HGV vehicles as driving duties to this level may be required. You will also hold your driver's card and have a current CPC certification

We are looking for individuals who possess the following attributes and qualifications:-

- Driver's Card
- CPC certification
- Good Communication Skills
- Clean Driving License
- Good Interpersonal Skills
- Excellent Sense of Direction
- Attention to Detail is essential
- Ability to use Mobile Technology

Role & Responsibilities:-

Driving Efficiency
Customer Satisfaction
Setting and Maintaining High Standards
Safety Adherence

Preparing vehicles for customers by:

- Cleaning inside and out
- Checking fuel levels
- Checking the vehicle for defects, i.e. bulbs, tyres etc
- Checking for damage

Vehicle deliveries and collections:

- Checking vehicles in and out from hire with customers
- Inspecting vehicles for damage before and after hire
- Using our mobile software to monitor and log any potential damage
- Ensuring relevant paperwork is completed and signed by the customer.

Personal Competencies:-

- Enthusiastic with a “can do” attitude
- A willingness to learn and grow within a commercial environment where customer service and client satisfaction is the primary focus
- Smart and professional in appearance
- Ability to work as part of a team
- Ability to meet deadlines in a fast-paced environment.
- Ability to switch from one task to another with ease and agility.
- Self-motivated and tenacious.
- A positive and professional attitude.
- Demonstrates honesty and integrity at all times.

Knowledge and experience desirable:-

- HGV License
- Experience of the daily rental sector
- Good time management

We appreciate all applicants and thank you for your interest in our company. We endeavour to respond to all applicants within two weeks of receipt of application. However, due to high volumes of applications, if you do not hear from us within two weeks please assume your application was unsuccessful.