



Job Description

Position: Van Sales Representative/Foodservice Delivery Driver
Reports to: Sales Manager – Convenience
Roster: Monday to Friday: 6:00am to 2:00pm

Our Values

Respect Trust Reputation Integrity

Through the commitment to our values, we will provide a friendly, safe environment where our business and team successes are celebrated. We will be strong as one team working together to achieve our business and personal goals

The primary responsibilities of this role are:

- Deliver product to a set customer base
- Deal with the company's customers in a courteous and respectful manner
- Ensure all customers dependent on volume are covered within a 4 week cycle
- Achieve set budgets
- Assist with others when required
- Achieve sales budgets/targets – All Unilever and other Supplier budgets and targets to be achieved or exceeded in the time frame given.
- Stock management accuracy – Manage stock on your designated run effectively and ensure stock rotation and accuracy. Monthly stocktakes to be completed by the stock control team. All dated and damaged stock on trucks to be identified and communicated to the stock control team.
- Fleet management – keep up to date records of truck cleaning records and all servicing requirements
- Collaboration - maintain strong working relationships with both internal and external stakeholders
- Implement and maintain high standards of merchandising as and when required, especially with any new product launches
- Flexibility during the off-season to assist with Foodservice deliveries and duties as required. This is subject to change at any time

General

- Administration – responsible for any payment collected, paper work and the downloading of van sales data to Bidfood computer system. Returning all administrative requests within the required date.
- Invoice – complete order on hand held device, pick stock from truck, generate invoice, get proof of delivery.
- Maintain effective communication with key staff



- Maintain a high standard of dress and grooming so as to represent a professional company image to customers.

Health & Safety

- Under the Health and Safety at Work Act 2015, you are obliged to take all practical steps to ensure your own safety at work and to ensure the safety of all other persons in the workplace.
- Ensure the Safety Officer is advised of any new accidents, incidents or hazards identified immediately. Report any employee health and safety concern to the Safety Officer.

Key Performance Indicators

- Sales budgets – Achieve the overall 12 month sales budget result.
- Stock management – Target zero variances.
- Strive for 100% customer satisfaction
- Perceptions of teamwork from others with functional relationships
- Fleet management – Report all truck related issues or incidents in a timely fashion.
- Health and Safety – Report all incidents, near misses and any potential hazards
- Values - Daily actions and conduct are aligned with our agreed values

Other Duties

- Assist with any other reasonable duties as directed by your supervisor/manager

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the stated outcome.