

# Delivery Driver



- **Ballarat – Melbourne daily deliveries**

Albins Performance Transmissions specialise in the design and manufacture of drivetrain components. Their capabilities include the ability to produce individual gears, axles, drive flanges and ring and pinions right through to complete unit, sequential shift transmissions.

An opportunity has arisen for a self-motivated, customer service focused professional Delivery Driver to join the Albins team on a permanent full time basis.

Your daily responsibilities will include:

- Deliver and pick up parts to and from Melbourne on a daily basis
- Liaise with customers and suppliers regarding parts delivery and pick up times
- Complete the necessary paperwork for inwards and outwards goods both paper based and using a computer to generate purchase orders
- Pick and pack parts
- Load and unload parts manually and using a forklift
- General labouring duties as required

To be successful as the Albins Delivery Driver you will:

- Hold a current unrestricted Drivers Licence and forklift licence
- Be able to accurately process purchase orders and associated paperwork
- Have a sound knowledge of the Ballarat, Melbourne and surrounding regions
- Be customer service focused and take pride in representing Albins
- Display a strong work ethic, have a positive attitude and want to work

The days of work for this position are Monday to Friday with a 7am start. Should you be shortlisted for the position you will be required to provide a current satisfactory Vic Roads Statement of your driving history and undertake a pre-employment medical including drug and alcohol testing.



**Inspired?** Contact Ange Connor on 0407 833 152 for further information or to request a position description. To apply, submit your resume and covering letter to [admin@inspirehq.com.au](mailto:admin@inspirehq.com.au) by close of business Thursday 2<sup>nd</sup> June 2016.

Compare your salary, visit [regionalsalaries.com.au](http://regionalsalaries.com.au)

**Recruitment ● Human Resources ● Careers**