

# WE ARE HIRING

Join the Fabrinnox Team



## Job Post for the position of a **DESPATCH DRIVER**.

Fabrinnox, a well-established sheet metal manufacturing company in Paarl, is looking to employ a **Despatch Driver** as part of the **Supply Chain Department**, on site. The successful candidate will be responsible for packaging for and delivery of various manufactured items to customers as well as collections from suppliers whilst adhering to road safety rules and the responsible use of Fabrinnox vehicles.

**CLOSING DATE FOR APPLICATIONS: 24 July 2022**

### Tasks & Responsibilities include (not limited to):

- Maintenance of Fabrinnox vehicles, ensuring the vehicle is always neat and tidy, that the vehicle has enough fuel, that an up-to-date logbook is kept, to report all accidents and breakdowns to the Supply Chain Manager.
- Making sure you receive the delivery route list before leaving Fabrinnox despatch area.
- Check all parts/items to ensure the correct amount of the right part is being loaded, that you have the right documentation to go with the parts of the customers.
- Picking/kitting of products for delivery to customers and ensuring proper packaging methodologies are followed.
- When loading parts onto a Fabrinnox vehicle, ensure that the parts are loaded correctly and sufficiently secured to reduce any chances of damage to the part or the vehicle.
- Upon delivery at the customer make sure that the correct parts, the correct number of parts and the correct documentation is delivered and received (delivery note from customer).
- Ensure the customer signs off on receiving the parts.
- Report any damages or rejected parts to the Despatch Team Leader.
- When receiving parts from suppliers or COM customers ensure that the parts received match the parts on the purchase order in terms of description, amounts and that there are no damages to the parts. Report all differences/damages immediately.

- Upon return to Fabrinox you must ensure that job cards are present, delivery notes are sent for invoicing, QC documents are accurately filled out, all if any petrol receipts and cards are returned and that your logbook is completed.
- As a Fabrinox representative a Driver must always be presentable and friendly when dealing with a customer.
- Ensure good housekeeping of the Despatch area

#### **Qualifications & Experience required:**

- National Senior Certificate (Grade 12).
- Code 10 driver license & PDP requirement.
- Forklift license will be an advantage.
- 2 to 3 years relevant experience in a despatch/logistics environment.

#### **Personal Attributes required:**

- Excellent interpersonal, verbal and written communication skills.
- Well-presented and act in a professional manner.
- Positive attitude and team player.
- Responsible and dedicated.
- Customer focused.
- Honesty and integrity.
- Punctual and reliable.

**Send your complete CV with supporting documentation, including ID to [lduplessis@fabrinox.com](mailto:lduplessis@fabrinox.com) to apply.**

*If you have not received feedback within 10 working days from closing date of applications, your application was unfortunately not successful.*