

Job Description

Executive Driver

Location: Depot – specified by contract	Department: Fleet
Level: Team Member	Line Manager: As Specified by Contract

Primary Purpose and Function

To deliver and collect vehicles in line with business and customer needs ensuring that you provide non-negotiable customer service and exceed customer expectations.

Key Accountabilities

- To drive vehicles safely, following the highway code, considering road and weather conditions and being courteous to other drivers
- To appear well groomed, representing the company in a professional manner
- To deliver assigned vehicle on schedule to an agreed location
- To return collected vehicles to base completing the necessary paperwork
- To provide customer service to the client, demonstrating vehicle features and controls, explaining and completing the necessary administration.
- To check and collect a road worthy vehicle from the client, completing the necessary paperwork.
- To travel independently between jobs using taxis and trains, returning to base as instructed if no suitable local collection.
- To complete detailed documented checks of both vehicle and mileage recording on the Inspection Sheet and submitting to fleet department
- To complete documentation including rental agreement with clients accurately and return to fleet department
- Observing and complying with GDPR.
- To achieve objectives and targets set.
- Carry out reasonable tasks as requested by your line Manager.

Personal Specifications

- Demonstrable experience within a similar role - Ideally previous experience of high mileage driving within a professional environment.
- Ideally experience of driving different makes and models of vehicles including prestige.
- Hold a current Valid Driving Licence and ideally have an advanced driving qualification.
- Face to face customer service experience.
- Basic knowledge of car maintenance.
- General knowledge of vehicle makes model and controls.
- Good UK geography covering towns and road network.
- Confident, safe and responsible driver.
- Observant with excellent attention to detail.
- Good communication skills, able to give instructions and explain basic vehicle controls and appropriate paperwork.

- Excellent Customer Service ethos including empathy skills.
- Basic admin skills, ability to complete such as expenses and timesheets.
- happy to work shift patterns.
- Demonstrate behaviour in line with Company values; Inspired to Innovate, Always Respectful, Fully Accountable, Delivering Delight.