

# TEGRA AUSTRALIA

## LANDSCAPE SALES YARDMAN/DELIVERY DRIVER

### JOB REFERENCE AND GENERAL REQUIREMENTS

#### **Summary:**

Primarily as a Yardman/Delivery Driver at Tegra Landscape outlet, however other duties include:- sales, servicing customer needs, work in a safe manner, front-end loader and forklift operation, stock control, maintain a clean presentable workplace, completing clerical duties, any other duties as directed and to work and co-operate as a productive team member of the Tegra group.

#### **Hands on Duties Include but are not limited to:**

- Opening of the premises at the designated opening time;
- Attend to customer needs, answer phone calls and co-ordinate local deliveries;
- Give customer support and advice;
- Housekeeping duties such as, keeping the yard tidy, keeping products stocked and tidy, removing rubbish, lawn mowing, clean and tidy customer reception;
- Operate/maintain front-end loader, forklift as necessary;
- Operate tipper truck and perform customer deliveries;
- Closing and securing the premises at the end of the working day.

#### **Clerical Duties Include:**

- Ensure all sales are invoiced in the appropriate Invoice / Delivery / Receipt book, and C.O.D monies are collected;
- Receive payments from Customers over counter and on site, i.e. Account Payments, C.O.D payments, cash sales, cheques, EFTPOS, etc;
- Complete daily vehicle prestarts, fault reports and entries to the Gearbox Prestart App.
- Complete and submit to the Landscape Yard Manager, Delivery invoices, WHS documentation, timesheets etc.

#### **General:**

- Participate in regular safety and toolbox meetings in accordance with Tegra WHS Policy and Procedures;

- Liaise with Landscape Yard Manager to ensure customer needs are serviced in accordance with company policy and procedures;
- Commit to always providing the highest level of customer service;
- Ensure at all times you are neatly dressed and presented in accordance with company policy and procedure;
- Conduct yourself in a proper and professional manner in accordance with company policy and procedure;
- Work in a safe manner in accordance with company WHS policy and procedures;
- Attend training seminars or courses as required;
- Complete in-house induction and training;

**Qualifications:**

- Hold a current HR Drivers Licence;
- Have General Induction White Card;
- Competency for Front Loader operation;
- Licence to operate forklift truck preferable;
- Have a knowledge and understanding of the WH&S requirements. (Periodic attendance of training courses maybe required);
- Industry experience advantageous.

**Reporting:**

- Report directly to the Landscape Yard Manager.