
Kefron – Filestores Driver

Position Reports to: Logistics Team Leader

About Kefron

Kefron is a family owned document and information management company.

Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.

Our Vision: Our brands in every building

Our Mission: To get closer to our customers. See the need, deliver the solution

Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

Job Purpose:

As a member of the Logistics Team, you will have full responsibility to

- Ensure all deliveries and collections are carried out in a professional and timely manner per company procedures
- Execute all requirements as set out by Logistics Team Leader

Key Responsibilities (Key Responsibilities include, but may not be limited to)

- Delivery of boxes, files and tapes to customers
- Collection of boxes, files and tapes from customers
- Organise deliveries
- Deal with customer requests
- Ensure all delivered and collected items are scanned
- Input Alt ID's to collected items where applicable
- Ensure all workorders are signed by the Customer
- Maintain company vehicle



- Perform occasional overtime to meet customer requirements.

Special Circumstances (if any):

- Extensive travelling, regular overtime to clear delivery requirements

Personal Specification

Principal Qualifications Required:

- Leaving Certificate, Full Driving Licence

Work Experience Necessary:

- RSSQL
- Handheld scanners
- Flash Printers
- Health & Safety
- Manual Handling

Personal characteristics:

- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron.
- Must be high energy and self-motivated and deliver on agreed commitments in a professional and timely manner.
- Excellent communications and relationship management skills
- Must be a team player, yet highly self-driven and ambitious
- Strong organisational skills in order to deliver on customers' expectations.
- To have the ability to set realistic individual objectives to drive departmental goals.
- Must have a financial understanding and have the ability to maximise margins.
- High level of proficiency with computer systems such as Microsoft Word, Excel, Outlook and PowerPoint.

Kefron is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity. If you have a disability or special need that requires accommodation, please let us know.