

**SITE REPRESENTATIVE –  
KILLINGHOLME.**  
APPLICANT GUIDANCE NOTES

**Key Requirements**

- ⇒ Must have own transport to and from depot.
- ⇒ Must be able to wear a full company uniform at all times.
- ⇒ Must be clean and presentable at all times.
- ⇒ Must have a keen eye for detail and good eyesight.
- ⇒ Must have good written and oral communication skills.
- ⇒ Self-motivated, and have an ability to work alone and unsupervised.
- ⇒ Have a willingness to work outside in all types of weather.
- ⇒ Have a full driving licence.
- ⇒ Flexibility with hours and acceptance to work overtime when required at short notice to meet demands of the job.
- ⇒ A reasonable ability on computer systems.

**Key Benefits**

- ⇒ Good rate of pay (to be discussed at interview).
- ⇒ Full training given.
- ⇒ Professional career with a progressive company.
- ⇒ Full time position.
- ⇒ Comprehensive uniform and good company image

**Key Responsibilities**

- ⇒ Accurate monitoring of new vehicles being delivered into car transporter loading bays.
- ⇒ Inspection of new vehicles, prior to loading.
- ⇒ Creating car transporter loads.
- ⇒ Issue and control of delivery paperwork.
- ⇒ Liaison with and advising car transporter drivers.
- ⇒ Keeping in close contact via telephone with the head office.
- ⇒ Accurate input of time critical data onto computer system.
- ⇒ Filing, faxing, etc.
- ⇒ Working closely with the customer's local staff and on-site partners.