



Appendix B – Position Description

**“Transport Professional” Position Description**

<b>Position Title: Transport Professional</b>	<b>Reports to:</b>
<b>Department: Transport</b>	<b>Location:</b>
<b>Number of Direct Reports: 0</b>	<b>Date:</b>

<b>Company Profile</b>
<p><b>Our way is to find a way</b></p> <p>Booth’s is a nationwide logistics company differentiated by our innate way of identifying people’s needs and delivering them.</p> <p>Maybe it’s our experience, maybe it’s our upbringing. We like to think that finding a way is just a natural part of who we are. If customers have challenging requests, we’ll throw everything at it. When we just think that the team might need it, we’ll throw on a Barbie.</p> <p>It’s this sixth sense that’s our not-so-secret secret to how we roll.</p> <p>Our ‘can do will do’ attitude is as much for our people, as it is for our customers. This natural way of being that’s in our DNA feeds a culture of thinking outside the box, empowering each other to make decisions and following through on what we say we’re going to do</p> <p>This ability to see a need and deliver on it offers growth and opportunity for our people. If we can help every person feel valued by listening to their needs and finding a way, then we can help everyone reach their somewhere by being there somehow.</p>
<b>Purpose</b>
To professionally drive a Booth’s Transport vehicle between our depots and customer’s premises, delivering 100% damage free product at all times.
<b>Key Responsibilities and Duties</b>
<ul style="list-style-type: none"> <li>• Pre and Post vehicle checks. Truck fault reporting.</li> <li>• Permit checks.</li> <li>• Loading and unloading the truck.</li> <li>• Ensuring the use of all in-cab tablets and phones are utilised in a safe manner as and when required.</li> <li>• Electronic Log Book.</li> <li>• Cleaning the exterior and interior of the truck to a professional standard.</li> <li>• Develop strong internal &amp; external working relationships that benefit our Customers, Suppliers and TWL.</li> <li>• Be available to Planners/Managers when required.</li> <li>• Provide regular feedback to Planners/Managers on workload in order to prioritise requirements efficiently.</li> <li>• Time is managed effectively, with tasks prioritised in collaboration with your Planner/Manager.</li> </ul>



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<ul style="list-style-type: none"> <li>• Planning and managing own workload and working effectively without supervision when required.</li> </ul>
<p><b>General Responsibilities</b></p> <p>All Booth's Transport employees are expected to take responsibility for:</p> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Comply with and promote the Company's Health, Safety and compliance requirements</li> <li>• Ensure that no action or inaction on our part while at work harms any other employee, customer, or member of the public.</li> <li>• To follow the safe working practices set out in the Booth's Health and Safety Manual (or its revised equivalent) and relevant policies.</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Comply with all relevant legislation by utilising tools and equipment in place appropriately to support compliant behaviours</li> <li>• Understand the chain of responsibility and your role within that chain, ensuring that your behaviours are of a standard that does not influence or breach the rules or laws</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Be a constructive team member by promoting and actively participating in meetings and providing effective advice, support and encouragement to staff.</li> <li>• Share information, ideas and resources with others</li> <li>• Behave in a way that supports Booth's Transport brand and values.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Training and helping team members develop their skills</li> <li>• Positively influence others to perform their jobs to the best of their ability</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Help promote and maintain a positive company image</li> <li>• Consistently providing high-quality service to customers and suppliers</li> <li>• Deal efficiently and effectively with queries and correspondence from both internal and external customers/suppliers</li> <li>• Professionally manage customer complaints and escalate when deemed necessary to the General Manager</li> </ul>
<p><b>Key Relationships</b></p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• CEO, CFO, People and Capability Manager, Branch Manager, Safety and Wellbeing Manager, Transport Manager</li> <li>• All internal Senior Leadership Team (SLT), Managers, Supervisors, Team Leaders</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Customers</li> </ul>
<p><b>Qualifications/Experience</b></p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Forklift Licence &amp; Osh certificate (preferable)</li> <li>• Class 5 Licence (not essential but preferable)</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2-3 years in similar position (preferable)</li> </ul>

Employee's Signature: ..... Date: .....



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Manager's Signature: ..... Date: .....