

## Driver - General Logistics Operations Processing

Job Title	Driver		
Division	Logistics Division		
Department	General Logistics Department		
Section	General Logistics Operations Processing		
Location		Direct Reports	None
Reports To	Team Leader	Version Number	1
External Relations	Customers	Guide Number	7765
Internal Relations	Logistics	Job Code	

### Basic Function

Ensure that shipments are delivered at locations within the agreed SLA. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Verify signing of manifest before departure of the shipment.
- Ensure packages are well-placed within vehicles.
- Obtain security seal for the transporting of shipment from the security.
- Deliver shipments to destination.
- Stay up to date of security rules and safety regulations on regular basis.
- Ensure shipment reaches agreed service time within safety and security standards.
- Full understanding of country, cross country roads, geography and locations.
- Ensure maintenance of the vehicle is carry out according to maintenance schedule
- Achieve Dispatch Process
- Update loading in the system
- Compliance required temperature during the Transit
- Ensure quality & safety

#### EHS

- Participate in departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Familiarized with emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Participate in the paper and other recycling programs

#### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

## Competencies - Professional and Technical

### Behavioral Competencies

Adaptability	Level 2
Communication	Level 2
Initiative	Level 2
Networking/Relationship building	Level 2
Teamwork	Level 2

### Technical Competencies

Defensive driving knowledge	Advanced
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Advanced

### Competencies – EHS

Knowledge of basic environment health and safety requirements  
EHS corporate objectives awareness  
Awareness of EHS requirements in the QEHS management systems  
Have attended EHS awareness training (if applicable)  
Awareness of Environment Health Safety incident reporting

### Organizational Competencies

Beginner

\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

### Decision Making

### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

### Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least One (1) year of relevant work experience, 1 year of which should be in Level-03 capacity, preferably in the same industry.

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 1 year has been in Level-03 position

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-02 position

\*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<b>Employee Name:</b>			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>