

Driver - Linehaul Deferred Operations Processing

Job Title	Driver		
Division	Transportation Operations Division		
Department	Hub and Linehaul Department		
Section	Linehaul Deferred Operations Processing		
Location		Direct Reports	
Reports To	Operations Supervisor -Stations Operations	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

Basic Function

Transportation of heavy-weighted shipments between HUB & clearance point or HUB & RSCs.
 Transportation of shipments from Gateway, Station, and retails & vice versa.Sorting, delivery, and pickups of heavy weighted shipments to and from clients. Fully understand, drive, and promote SMSA vision, culture, and values.

KEY Responsibilities

Core

- To verify & tally shipments with manifest
- Perform Station scans.
- Pick up & drop shipments from RTL & station & vice versa.
- Pick & delivery of shipments when required.
- Drop shipment at customer location within the agreed commitment time.
- Ensure proper completion of Proof of Delivery as per procedure.
- Perform Proof of Delivery scanning.
- Perform relevant Delivery Exception scan on packages and ensure it uploaded into the System.
- Perform successful pickup and package scan.
- Perform pickup exception. (If Applicable)
- Deliver the shipments with Airway bill to Line haul.
- Handle shipment (both pick up & delivery) if any single package weight is more than 32Kg per piece.
- Maintain relationship with customers that will help Increase business.
- Maintain good attire and cleanliness to present the proper SMSA image.
- Ensure remitting of Remit daily cash collection before end of shift/close of business.
- Other job/task& or responsibilities requested by supervisor/manager on a time-to-time basis.
- Transport of export shipments to BAS
- Offloading scanning & segregation in HUB / Station.

- Assisting HUB/Station operation

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competence

Adaptability	Level 1
Initiative	Level 1
Teamwork	Level 1

Technical Competence

Defensive driving knowledge	Intermediate
On-road route planning for pickup and delivery	Beginner
Package Handling Knowledge	Beginner
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application,	Beginner

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:
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Updated by:	Date:	Approved by:	Date:

Employee Name:

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.

Signature:	Date: