



JOB DESCRIPTION: SITE OFFICER

To assist the General Manager and Team Leader in maintaining the safety, security and integrity of the truck stop.

THE ROLE:

- Day to day operational safety and security for customers, visitors and staff, including monitoring CCTV cameras, site patrols, controlling all entrance and exit barriers, keeping records of and monitoring all vehicles entering the site
- Management of truck bookings, parking, payments and safety
- Drive bookings and maximise the utilisation of the truck parking space
- Customer intervention where required
- Maintain safe environment for customers, visitors and staff alike, including site induction management
- Processing payments from all customers and the updating of computer records
- Welcome customers and visitors to the truck park in accordance with company procedures
- Administration and any other task set by the truck park management or directors of the business

CANDIDATE REQUIREMENTS:

- Ability to work well independently, and as part of a team
- Ability to work well under pressure and prioritise workload
- Ability to react promptly and appropriately within a fast paced environment
- Basic IT skills
- Previous customer service skills
- Previous experience in a similar role is not essential but would be advantageous



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**DOVER TRUCK STOP &
CUSTOMS CLEARANCE**

WORKING HOURS:

4-on/4-off rotational 12-hour shifts
(early, late and night shifts)

REPORTS TO:

Team Leader

IN RETURN:



Competitive salary



Pension



Annual leave benefits



Bonus scheme



Brand new facility



Free parking



Free uniform



Staff discount



Employee benefits



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