



## JOB DESCRIPTION - TRUCK PARK OFFICER/CLERK

**Job title:** Truck Park Officer/Clerk

**Department:** Dover Truck Park

**Location:** Dover

**Hours:** 4-on/4-off rotational 12-hour shifts (days and nights)

**Main purpose of job:** To assist the management in operating our secure truck park facility with excellent customer service and consideration for the safety of all personnel, visitors and property.

**Responsible to (manager/post):** Team Leader

**Responsible for (staff/jobs):** N/A

### Key job responsibilities

- Oversee and manage the parking of HGVs to ensure maximum utilisation of the truck parking space
- Welcome customers and visitors to the truck park in accordance with company procedures and policies
- Maintain a professional and friendly attitude and promote the truck park with excellent customer service
- Process payments from all customers and update computer records
- Consider and assist in maintaining a safe environment for customers, visitors and staff alike
- Maintain the security and integrity of the whole site, including monitoring CCTV, site patrols, controlling all entrance and exit barriers and gates, keeping records of and monitoring
- Any other task set by management or directors of the business

## Competencies required to do the job

 <b>IT SKILLS</b>	 <b>FLEXIBILITY</b>	 <b>CUSTOMER SERVICE</b>	 <b>PHYSICAL FITNESS</b>
<ul style="list-style-type: none"><li>• Computer literate 3</li></ul>	<ul style="list-style-type: none"><li>• Independent working 4</li><li>• Shift working 4</li></ul>	<ul style="list-style-type: none"><li>• Customer focus 4</li><li>• Diligence 4</li></ul>	<ul style="list-style-type: none"><li>• Ability to stand for long periods of time 4</li><li>• Work with ladders 4</li><li>• Operate forklift trucks 3</li></ul>

## Any technical job-related skills

- Previous experience not essential but would be advantageous

## JOIN THE TEAM

Apply now, [send your CV](#) to us today!

Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

## ABOUT PRIORITY FREIGHT

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard. As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from several strategically-located offices across Europe; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.