

**Employer: Newcastle City Council**

**Vacancy: Delivery Assistant**

**Hours: Various**

**Salary: £11.44 per hour – Meets Min National Wage**

**Working pattern: Monday - Friday**

**Number of vacancies: 1**

**Overview:**

Newcastle City Council are looking to recruit a Delivery Assistant to work out of their Warehouse in South Gosforth. The role may involve staying away from home overnight on occasions.

You do need to have your C1 license, however we are not looking for experience. You will have the opportunity to be a Drivers Mate, working up to doing your own deliveries.

**Key Responsibilities:**

- Assisting with the delivery and collection of furniture to/from tenants' homes
- Ensure delivery routes are followed wherever possible, goods are safely delivered or collected at their agreed time.
- Able to work independently, be organised and use own initiative
- Assist in maintaining an accurate stock inventory on their vehicle
- They must complete deliveries accurately using electronic stock systems
- Unpack goods and connect appliances where necessary
- Work within the EU driver hours regulations and UK domestic hours rules
- Maintain vehicles by completing daily checks

**Essential skills, experience and qualifications**

What do we expect to see from you?



Funded by  
UK Government

**NE** North East  
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**Newcastle**  
City Council



North Tyneside  
Council

This is a starting role, so we don't need experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- Strong interpersonal and communication skills
- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Able to follow instructions and health and safety guidelines
- Good communication skills