

Cotteswold Dairy



HR144 – Rounds Person, Cheltenham

Hours: An average of 48 hours per week

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service. Due to the company's family values and business ethos, we were delighted to be announced as the Family Business of the Year at the Food and Farming Business Awards 2015 at the House of Commons.

The Role: Reporting to the Depot Manager.

The main responsibilities and functions of this role include:

- The delivery of dairy and dairy related products to regular residential customers
- The collection of monies owed from customers
- The operation of electronic handheld units for ordering and invoicing
- The taking of customer orders and building solid customer relations
- The selling and promotion of dairy products to maintain, promote and increase new and existing rounds
- The loading and unloading of Company vehicles.

The Requirements:

Essential:

- Strong organisational skills with professional and clear communications skills
- Experience of delivering customer service
- Positive attitude possessing high levels of commitment, motivation and flexibility
- Have an eye for detail to ensure accuracy and precision
- Good time keeping skills
- Comfortable with early morning starts
- Ability to operate on own initiative
- Full UK driving licence.

Desirable:

- Experience of the dairy industry or similar delivery, retail business
- Experience of electronic handheld units (although full training will be given).

If you believe you fulfil the above criteria, please complete an application form (available at www.cotteswold-dairy.co.uk), and write a covering letter, detailing why you believe you are the best candidate for the role.

Post your application to Hemu Wala – HR Assistant, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Glos. GL20 8JE. Alternatively, email it to hr@cotteswold-dairy.co.uk.

