



## JOB DESCRIPTION - SITE OFFICER (PART-TIME)

**Job title:** Site Officer

**Department:** Dover Truck Park

**Location:** Dover

**Hours:** Week 1: 4-11pm (Monday, Wednesday & Friday)  
Week 2: 4-11pm (Tuesday & Thursday)

**Main purpose of job:** To assist the Truck Park Manager and Team Leader in maintaining the safety, security and integrity of the truck park.

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

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

### Key job responsibilities

- Monitoring CCTV cameras, site patrols, controlling all entrance and exit barriers, keeping records of and monitoring all vehicles entering the site
- Customer intervention where required
- Parking of vehicles to ensure maximum utilisation of the truck park
- Maintain safe environment for customers, visitors and staff alike
- Processing payments from all customers and the updating of computer records
- Welcome customers and visitors to the truck park in accordance with company procedures
- Any other task set by the truck park 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

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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.