

# JOB DESCRIPTION

**Private & Confidential**

**25/01/2007**

**Courier Driver/  
Thomas International**

	Job
D	-8
I	1
S	0
C	4

The results of the completed job profile suggest that the competencies required by the jobholder should include the ability to:

- Provide the best solutions in terms of quality and cost.
- Evaluate situations, calculate risks while justifying and defending correctness.
- Seek ways of perfecting things, raising standards, reducing errors and overcoming omissions.
- Work to a high specification in order to improve and maintain quality.
- Influence and persuade others to give their best and willingly praise those who do well.
- Develop networks and identify resources as and when necessary.
- Support others and provide practical knowledge, competence and expertise.
- Provide simple practical solutions and tie up loose ends.
- Be non-confrontational when handling or involved in conflict situations and in order to achieve agreed and acceptable standards and timescales adopt a passive and non-demanding working ethic.

The Human Job Analysis indicates that the job holder should be capable of collecting information and imparting it to others. The job occupant while being adaptable by nature, will be required to ensure strict conformity with rules, systems and protocol. The area of work is likely to be of a specialist/technical nature and the person fulfilling the role should be friendly and have the ability to communicate facts within the required area of knowledge and expertise. Standard operating procedures are important aspects of this role and as such, it will require an individual who is persistent, organized, structured, self-controlled and kind. The person fulfilling this role should be consistent in approach, analytical, sensitive, precise, logical, systematic and compliant. The environment, wherever possible should be free of confrontation and the person occupying the role should be non-aggressive by nature.

Please bear in mind that the full analysis and points to review should be taken into consideration when comparing a person's profile with a Human Job Analysis; together with all biographical data.

D I<sup>Job</sup> S C

