

DELIVERY DRIVERS

WAREHOUSE DEPARTMENT- POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, and individual customers. As a company committed to excellence, we take pride in providing top-quality stationery, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

As we expand our operations, we are in search of dedicated Delivery Drivers with Class 4, 6, or 7 driver's licences and experience operating multiple vehicle types, including light delivery vans and heavy trucks. This role is crucial in ensuring the accurate and timely delivery of goods and requires individuals who are reliable, detail-oriented, and committed to upholding the highest standards of professionalism on the road and at customer sites.

JOB OVERVIEW:

The Delivery Drivers will be responsible for providing safe and efficient transportation services for company goods, supplies, and occasionally personnel. Reporting directly to the Warehouse Manager, this role demands a high level of responsibility, attention to detail, and the ability to manage time effectively to meet the needs of a fast-paced environment.

KEY RESPONSIBILITIES:

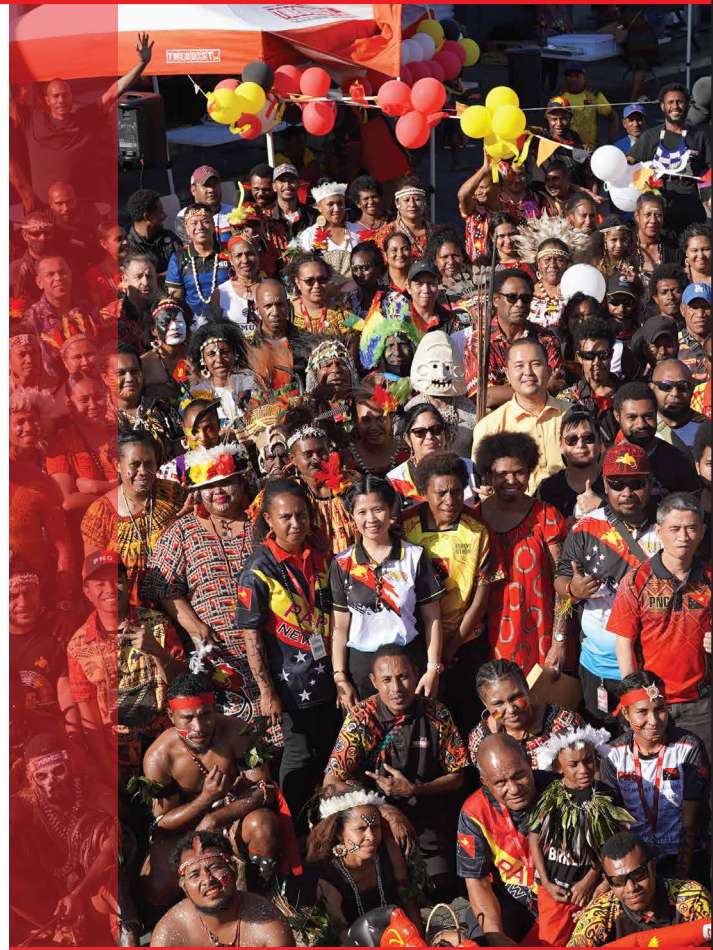
- Safely operate assigned delivery vehicles in compliance with traffic laws and company policies
- Transport goods to customer locations across Port Moresby and designated regions
- Perform daily pre- and post-trip vehicle inspections
- Ensure proper loading and unloading of goods with care and accuracy
- Obtain customer signatures and manage delivery documentation
- Report any delays, incidents, or mechanical issues immediately
- Maintain professional and courteous interactions with customers and team members

QUALIFICATIONS, SKILLS, AND EXPERIENCES:

- Valid Class 4, 6, or 7 PNG Driver's Licence
- Proven experience operating multiple vehicle types (e.g., vans, delivery trucks, etc)
- A clean driving record with a strong safety focus
- Good knowledge of Port Moresby roadways and traffic patterns
- Physically fit and able to lift and handle goods as required
- Minimum 2-3 years' delivery driving experience preferred
- Flexible working hours and a self-starter.

Preferred Attributes:

- Excellent time management and punctuality
- Strong customer service and communication skills
- Flexible with working hours and available for urgent deliveries
- Able to work independently and as part of a warehouse/logistics team
- Basic vehicle maintenance knowledge is an advantage



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is July 04th, 2025.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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