

## Porter Messenger/Driver



### Royal Museums Greenwich

#### Porter Messenger/Driver

The Estates Department are responsible for the maintenance of the Museum Estate and provide a wide range of support services including Cleaning, Office, Postal and Building Services. The office deals with a large number of requests from repairs and minor new works to stationery needs and portering assistance.

Main Purpose of Job: To provide an effective and efficient service within a small team across all sites.

Responsible to: Porter Messenger Supervisor.

#### Main Duties:

- Sort, deliver and collect internal mail from Main Museum and Royal Observatory.
- Driving duties to include post runs to and from out-stations delivering parcels, objects and equipment, and taking staff and visitors to out-stations
- Assisting in the moving and assembling of office furniture and helping with office moves.
- To assist as required in the collection of internal and external mail from around the site.
- To assist as required in Goods Inward taking delivery of various goods received from couriers and contractors
- Delivery of refreshments from Café to meeting rooms/seminar spaces.

#### Other Duties:

- General cleaning (deep cleaning, jet washing, sweeping various areas around the site) as requested by the Porter Messenger Supervisor.
- Other tasks of a similar nature as requested by the Porter Messenger Supervisor.
- To assist the Art & Object Handling Team in moving items from the Museum's collection at times of high demand.
- Delivery of Museum retail stock.

#### Skills and experience:

##### Essential

- A full clean driving licence is required as driving is an essential job requirement.
- Some heavy lifting will be required when transporting goods.

##### Desirable

- Experience of driving 3.5 ton vehicles
- Previous experience in a similar role would be an advantage.

#### Terms and Conditions

You will work 40 hours per week 08.30 to 16.30 Monday to Friday. Participation in occasional overtime is required from time to time.

Please be aware that this vacancy will close when sufficient applications have been received.

To apply please email a CV and covering letter to [recruitment@rmg.co.uk](mailto:recruitment@rmg.co.uk) or post to Human Resources, National Maritime Museum, Park Row, Greenwich, London, SE10 9NF

Please also take the time to complete an equal opportunities monitoring form.

We regret we are unable to reply to every applicant. If you do not hear from us within three weeks of the closing date please assume you have not been shortlisted.

The Museum holds the 'two ticks' disability symbol and will guarantee an interview to disabled candidates who meet the essential criteria. Please indicate clearly in your covering letter if you wish to be considered under this scheme.

Salary: £13,500 - £16,500 per annum

Closing date for applications: 17th February 2013

**Location:**  
**Category:**  
**Duration:**  
**Type of Contract:**  
**Hours:**  
added: Feb. 6, 2013

Greenwich  
Buildings and facilities  
  
Permanent  
Full Time  
deadline: Feb. 17, 2013

More information: <http://www.rmg.co.uk/jobs>