



INTERNAL SECONDMENT

Transport Controller

SITE: SLC

RESPONSIBLE TO: Senior Customer Analyst

HOURS OF WORK: Afternoon Shift

Please note this vacancy is a secondment not expected to last over 12 months.

MAIN PURPOSE OF THE POSITION:

To ensure all drivers are operating safely and compliantly within the required standard, that all vehicles are roadworthy and drivers comply with traffic and hours rules, to continuously monitor the activities of all drivers to maintain effective utilisation of transport.

PRINCIPLE DUTIES / RESPONSIBILITIES:

- ◆ To ensure all vehicles are road worthy and daily defect logs completed
- ◆ Arrange temporary cover for absence/sickness.
- ◆ To ensure all driver are working within the law
- ◆ To monitor driver's hour's and highlight any issues
- ◆ To maintain effective utilisation of all vehicles
- ◆ Effective control of the on board tracking systems.
- ◆ To control HR issues with all drivers.
- ◆ Ordering and logging all special transport requirements.
- ◆ Daily transport log with costs against individual site codes
- ◆ To control/maintain Operating License
- ◆ To liaise with Analyst to ensure all customer demands are met

These duties are not 'limited' or 'fixed' and you may be required to take on additional reasonable responsibilities, as our business needs change

JOB REQUIREMENTS:

To be successful you will need to be a pro-active, organised individual who strives to hit targets.

The ideal candidate have good knowledge of transport routes, would be a naturally numerate, flexible and a strong team player with a "can do" attitude.

Candidates would need to have experience in ProIV, Microsoft with advanced skills on excel, with two years' experience in a team environment.

A strong confident communicator is a must with an excellent time and attendance record

Previous transport experience in a busy logistics centre is advantageous.

Please apply for this vacancy in writing via e-mail attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. The application should be sent to Jessica.dobbins@sertec.co.uk

CLOSING DATE FOR APPLICATIONS

20.07.18