

Transport Co-ordinator

Head Office, Bolton

High Level Spec:

- Competitive pay rate commensurate with experience.
- 32 days annual leave including Bank Holidays.
- Basic hours: 38 hours per week rotating as follows
 - Week 1: 7am-3.30pm Monday, 7.30am-3.30pm Tuesday-Friday
 - Week 2: 7.00am-5pm Monday-Thursday

Duties and Responsibilities:

- Implement excellent communication and paperwork systems for the transportation of finished trailers.
- Adhere to the set and agreed Trailer Despatch Procedure SR21-001 and keep all accurate records.
- Liaise with Stock Control if any stock discrepancies.
- Keep a full and accurate list of trailers in the compound and update daily.
- Monitor and update the intercompany transport request file and update daily.
- Organise and improve trailer loads effectively to maximize efficiency.
- Liaise with Trailer Assembly regarding trailers being produced to minimise time on site.
- Log, control and address shortages if trailers are to be despatched incomplete.
- Ensure only trailers that have been fully through Inspection are loaded for shipment.
- Route and plan shipments using third party transport companies.
- Ensure correct paperwork and trailer keys are sent with each load and that this ensures accurate, traceable and proven deliveries.
- Communicate effectively with all internal/external customers to advise on deliveries.
- Work with the Yard Team to ensure safe and economical stacking of trailer deliveries. Ensure no damage caused on stacking or preparing loads or storing. If damage does occur, remedial works to be completed prior to despatch.
- All documentation including export and Certificates of Conformity.
- Maintenance of trailer stock register.
- Provide FLT cover and load if required.
- Have a sense of urgency and want to deliver excellent customer service to our trailer customers.

Skills Required:

- IT literate
- Good geographical knowledge
- Counterbalance FLT licence essential
- Previous experience of working in a transport setting.



Interested? please email your C.V. to: jobs@indespension.co.uk