

JOB VACANCY: TRANSPORT PLANNER

We have a new job vacancy for a Transport Planner to work within the transport team and assist in all aspects of the Transport Department. Reporting directly to the Group Transport Manager you will be undertaking a range of duties, ensuring all tasks are completed in a timely manner and relevant targets are met.

LOCATION: Liverpool Transport Depot.

WORKING HOURS: 43.75 hours per week, 07:45-17:00, Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

- Ensuring the daily plan is completed in real time, managing resources effectively, maximising utilisation whilst minimising cost.
- Identifying and resolving resources issues in a timely and effective manner, minimising the impact on customers/service levels.
- Reacting to delays and route planning changes when needed and re-routing.
- Ensuring all planned maintenance on vehicles/trailers is completed according to SLAs.
- Resolving queries from errors/omissions/amendments relating to previous days deliveries.
- Data entry onto transport systems as required and ensuring that it is fully up to date.
- Managing any breakdowns or delays and ensuring these delays are being resolved in a timely manner and key stakeholders are updated.
- Continually checking progress and locations of vehicles to ensure all planned work is completed.
- Liaising with the Weighbridge Team if vehicles will be late arriving on site and arranging for tipping and reloading.
- Allocating shunting duties where required to maximise use of assets and drivers' hours.
- Dealing with telephone or email enquiries from customers and setting or agreeing priorities for collections and ensuring that relevant systems/personnel are updated.
- Processing all paperwork, ensuring accuracy of data content.
- Data entry of all applicable data (Mulco, K-Drive Spreadsheets, Webfleet, WTD) and ensuring that it is fully up to date.
- De-briefing drivers finishing their shift.
- Contributing towards workplace health & safety standards.
- Maintaining professional competency at all times.
- Maintaining up to date knowledge of transport legislation, codes of practice, Health and Safety and associated environmental legislation.
- Participating in emergency cover and planning arrangements, both in and out of normal working hours.

KEY COMPETENCIES:

- A clear and confident communicator.
- Excellent interpersonal and relationship building skills, with the ability to communicate well at all levels within the business.
- Excellent problem solving, analytical and organisational skills.
- Ability to plan, prioritise and work to deadlines, without supervision and on your own initiative.
- Ability to multi-task.
- Ability to analyse data and accurately prepare and present reports.

- Ability to identify and suggest improvements to benefit both the Company and our customers.
- Be a highly motivated individual who is able to work as part of a small friendly team, and under your own initiative.

ESSENTIAL SKILLS

- Proven track record of working in a comparable role/environment.
- Educated to GCSE level or equivalent with excellent literacy and numeracy skills.
- IT Literate with the ability to use a range of packages applicable to the role.
- Full, clean driving license.
- A self-motivated professional with a can-do attitude.
- A commitment to upskill as required to meet the changing needs of the business.

DESIRABLE SKILLS

- Knowledge and experience of working within the waste recycling industry.
- Certificate of Professional Competence or similar.

APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:
HR Department, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: AUGUST 2024.

NO AGENCIES PLEASE.