

## **Transport Supervisor, Crendon Timber Engineering, Long Crendon**

Crendon Timber Engineering is a leading designer and manufacturer of engineered timber products. Operating from eight sites around the UK, its Timber Engineering business designs and manufactures Roof Trusses and Engineered Floors.

### **Role**

We have an exciting opportunity for a Transport Supervisor to join our team at the Long Crendon branch.

### **Responsibilities**

- You will be required to supervise and control all aspects of transport and assist with production co-ordination.
- Manage and maintain the delivery grid ensuring accurate data input to include all delivery activities, values and monitoring of made failed/deliveries.
- Complete Working Time Directive (POA) sheets each week and inform Operations Manager when drivers fail to fill out or complete sheets correctly or if drivers are working too many hours and are in breach of the Directive.
- Check that all agency/Hire drivers and vehicles have relevant insurance before they start work and email this information to Head Office Transport Department Yeovil.
- Ensure all drivers are operating in line with VOSA requirements and that all paperwork is filed accurately to facilitate annual audits.
- Proactively look for ways to improve transport planning to reduce cost and increase customer service.
- Manage lorry repairs and servicing.
- Arrange where required third party transport to achieve deliveries where lorry availability is limited.
- Create a daily delivery pack containing all required delivery paperwork to issue to the yard to facilitate loading.
- Liaise with the Production Co-ordinator and yard personnel to ensure that the delivery plan is being adhered to and that deliveries are planned in line with the production schedule.
- Provide general assistance to the Despatch Department when required, including dealing with telephone calls from the Sales Department, Customers and Drivers where necessary.
- Assist with the ordering of materials and production administration.

### **Attributes**

The ideal candidate will have previous experience of working within a Transport environment, with a proven ability to motivate teams and improve team morale. You will have the ability to work under pressure and within time constraints, with excellent multi-tasking abilities.

### **Benefits**

These include:

- Salary dependant on experience
- 30 days holiday per year, including Bank Holidays rising to 33 after 1 years full service.
- Contributory Stakeholder Pension Scheme
- Life Cover
- Childcare Voucher Scheme

**Hours of Work**

40 hours per week, Monday to Friday (8.00am to 5.00pm).

**Further Information**

Location – Long Crendon, Aylesbury

**Responses (CV's by email preferred)**

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More details about Crendon Timber Engineering can be found at our website:

[www.crendon.co.uk](http://www.crendon.co.uk)