



## Job Vacancy

### Transport Co-ordinator/Administrator

**Location:** Wellingborough, Northamptonshire

**Hours of Work:** 42.5 hours per week

**Salary:** Competitive + Bonus Scheme

#### The Role

An exciting opportunity has arisen for a proactive Co-ordinator/Administrator to join the team in Wellingborough.

#### Role responsibilities

Your responsibilities will include:

- Implement transport schedules and route plans in line with operational output and customer demand.
- Support managers in optimising cost, efficiency and customer satisfaction.
- Co-ordinate logistics for the transportation of goods which include complex loads.
- Conduct regular vehicle and driver audits to maintain safety & conduct standards.
- Ensure adherence to government regulations and company policies regarding transportation.
- Address any transportation related issues, including delays, accidents, or complaints.
- Maintain accurate records of transportation activities.
- Oversee & administer branch wide compliance requirements for vehicle maintenance, health and safety, fire safety, quality control etc.
- Support operational teams with varied daily administration activities as they arise.

#### Skills required

- Confident IT user (MS Office).
- Excellent communication skills – good telephone manner.
- Ability to work well within a team.
- Demonstrated enthusiasm for Health & Safety practices.
- HGV/Transport knowledge preferred.
- Ability to adapt to changing plans and effective decision making.
- Good administration, data entry and time management skills.

#### What do we offer?

We work hard to continuously improve our reward package, taking into consideration the view of every single employee to make sure we remain an industry leader. Some of the highlights of the fantastic benefits and rewards you can expect include:

- Bonus scheme
- Retail discounts
- Employee referral scheme

#### Applications

Please send your CV alongside a cover letter to: [jo.dawson@crendon.co.uk](mailto:jo.dawson@crendon.co.uk)

