

Job Title:	Transport Coordinator	Job Category:	
Department/Group:	Transport	Job Code/ Req#:	
Location:	Farnborough	Travel Required:	N/A
Benefit Level:	1	Position Type:	Permanent
Salary Range:	£23-£26k	License Required:	
HR Contact:	Michael Webb	Report To:	Transport Manager
Job Description			
<p>We are a family run business with 40 years of experience in supporting local contractors, builders, landscapers and craftsmen, as well as the general public with all their plant and tool hire needs. We have seven conveniently located Hire Hubs across Surrey, Hampshire, Berkshire, Kent and West Sussex.</p> <p>We are now looking to recruit a Transport Coordinator to work closely with the Transport Manager based out of our Farnborough Depot to assist with:</p> <ul style="list-style-type: none"> Ensuring that vehicles are maintained in line with operator license requirements. Co-Managing the drivers and on-site admin. Coordinating the fleet of drivers. Schedule and route plan for work to be completed Keep drivers and clients updated in regards to any traffic issues or delays in the deliveries Ensuring all deliveries are completed in agreed time-scales Handling any complaints and resolving issues where possible Daily administrative duties Early start to allow vehicles to get onto major roads without the traffic. Ensuring Vehicles are inspected by relevant garages every 8 weeks Maintain and exceed targets Working closely with the Transport manager and alongside the Hire Controller's. <p>The ideal candidate will have the following skills / experiences.</p> <ul style="list-style-type: none"> Route planning experience Good administration and customer service experience Excellent telephone manner required as you will be dealing with customers over the telephone Knowledge of the construction industry would be an advantage Experience of working in a fast paced working environment <p>CPC license holder would be advantageous.</p>			



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