**ROLE PROFILE**

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| **Role Title** | **Transport Administrator** | **Location** | **Park Royal Depot** |
| **Business Unit** | **Logistics** | **Job Family** | **Logistics** |
| **Reports to Role Title** | **Transport Controller** | **Sub Family** | **Transport** |

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| **Purpose** |
| To carry out administrative duties efficiently within the transport operation. |
| **CORE ACCOUNTABILITIES** |
| * Ensure all Crews are de-briefed fully at the end of day ensuring all issues are dealt with. * Ensuring that JDE is updated accurately and all the deliveries have been processed. * Update customer delivery details with the correct information when required * Deal with incoming phone calls regarding delivery issues. * Provide support to the Transport Controllers to assist with the day to day delivery of goods. * Deal with ad-hoc collection and courier requests, ensure that the courier tracker is kept up to date. * Assist with the controlling of the fleet on the road and deal with any breakdown issues * Ensure drivers full time and agency download their driver digi-cards and down load the vehicles * Administer all PPE keeping records upto date * Note Taker for Meetings * Any other duties as reasonable requested |
| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| **Internal:**   * Admin * Warehouse * Contact centre * Purchasing * Sales   **External:**   * MC Suppliers * Agency suppliers * Third party logistics suppliers |
| **KNOWLEDGE/ EXPERIENCE/ SKILLS** |
| **ESSENTIAL:**   * PC Skills – Microsoft Excel/Outlook/Access/Word * Good communicator * Investigative * Numerate   **PREFERRED:**   * JDE knowledge |
| **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| **ESSENTIAL**   * A good standard of education required |

Back Office Use only:

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| **Job Code** |  | **Reward Level** |  | **TW Grade** |  |
| **Salary Survey Ref** |  | **Career Level** |  | **Date Created** |  |
| **Salary Min** |  | **Salary Mid** |  | **Salary Max** |  |