**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
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|  **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| **ESSENTIAL** * A good standard of education required
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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** |  |