

### Transport Planner

Roberts Transport (Sussex) Ltd are looking for a full-time Transport Planner to join the existing team, you will need to be reliable, flexible and able to take responsibility with a can-do attitude.

As a Transport Planner you will plan, organise and manage drivers' work and routes. This will ensure that the work is accomplished in a manner consistent with organisational requirements and so that it reaches the customer on time and in perfect condition. This role will involve fully debriefing Drivers to ensure the highest level of customer care. A key element of the role is monitoring all routes and escalating any issues appropriately. Communication is key to this.

### **Your responsibilities**

- Daily Route planning
- Interacting with our 3rd party warehouse provider
- Route Planning
- Ensuring vehicles are running to capacity and reducing empty running
- Ensuring all delivery windows are met and escalating any failures
- Actioning any defects
- Emailing customers with collection times/delays
- Telephone & emails skills
- Booking deliveries
- Providing the highest level of customer care
- Building good working relationships internally and externally
- Debriefing Drivers on return
- Effective time management to ensure the job is completed within the set time frame provided
- Monitoring Drivers hours to ensure we are compliant at all times.
- Class 1 license preferred but not essential
- On call for breakdowns

### **What will you need to succeed?**

- Experience of administration in a busy transport environment
- PC literate (Word and Excel minimum)
- Numerate
- Literate
- Good verbal and written communication
- Good attention to detail
- Good interpersonal skills
- Good understanding of the WTD & Tacho laws
- Comply with working time directive rules and regulations as well as company policies and procedures
- Follow company health and safety procedures

You will be working on a rota system. Weekends and Bank Holidays are required.

Salary: £25,000.00-£32,000.00 per year