



TRANSPORT CO-ORDINATOR

JOB OVERVIEW

Floorspan Contracts Ltd. manufacture and install pre-cast concrete floor beams, planks and stairs from its base in Wisbech, Cambs.

The Transport co-ordinator will be required will be required to schedule and organise the delivery of materials using our own in-house fleet of four bespoke lorries plus contract hauliers whilst at all times ensuring the most efficient use of the fleet and meeting the aspirations of our customers.

The postholder will also be responsible for the allocation of labour to installation jobs under the overall supervision of the Operations Managers and the scheduling and ordering of blocks and other services into our delivery/installation programme.

This role is key to the smooth and efficient running of the organization and it is envisaged that an individual with previous experience of haulage, labour allocation, materials and services procurement or a similar industry role, capable of working under pressure, would be most suitable.

There will be significant involvement with our customers by telephone and a calm and friendly manner are essential. The office is a busy, friendly informal environment and so the ability to integrate with colleagues is important.



JOB DESCRIPTION

Reporting primarily to the Operations Manager (Production and Maintenance) but with a secondary responsibility to the Operations Manager for Office and Site Services.

PRINCIPLE DUTIES

1. To keep up to date our excel based programme of deliveries and installations.
2. To schedule loads/deliveries to ensure best use of company HGV'S and meet the aspirations of our customers with regard to delivery times and dates.
3. To schedule/monitor and co-ordinate (under the direction of the OM (Office and Site Services) the site fixing programme to ensure it is fully co-ordinated with the delivery schedule for materials.
4. To complete loading tickets on a daily basis, ensuring all materials are delivered on time.
5. To monitor and file office copies of delivery tickets and contract hauliers tickets.
6. To order blocks and other materials and services for delivery to our yard or site for supply only contracts and for installation works.
7. To liaise with customers and suppliers over timing of deliveries.

SECONDARY DUTIES

To liaise with drivers and OM's over annual leave, truck maintenance etc. and ensure they are accounted for in the delivery and installation programme.

To visit sites occasionally to assess access, delivery constraints and offloading requirements.

To provide occasional cover for drivers at times of sickness and holidays if the appropriate licences are held.

OTHER DUTIES

To carry out such other duties commensurate with the position that may from time to time be required for the efficient running of the business.

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www.floorspan.co.uk

