

Job Description	
Job Title: Transport Planner	Reports to: Depot Supervisor / Divisional Fallen Stock Manager
Based at: Rampisham	Mobility/travel: No
<p>Primary Purpose of the Role:</p> <p>Provide assistance and support to the Transport Department. The main area of responsibility will be planning and overseeing the transport fleet at another site (our Cornwall site).</p> <p>To carry out the role whilst ensuring health and safety procedures are always followed. Ensuring that high levels of productivity, attendance and customer satisfaction are always maintained.</p>	
<p>Key Duties and Responsibilities:</p> <p>Your duties and responsibilities will include but are not limited to the following:</p> <ul style="list-style-type: none">• Planning daily workload for vehicles that are based at another site (Cornwall).• Effective planning and utilisation of drivers and vehicle collections.• Effective route planning using Google Maps and other routing aids.• Dealing with queries by telephone and email from customers, employees and colleagues.• Dealing with driver hours ensuring they are compliant.• Planning fleet services and MOT's in accordance to the O licence requirements.• Any other ad hoc duties as required by the Management Team. <p>General:</p> <ul style="list-style-type: none">• To work in a manner that reflects equal opportunities values; treating others with dignity and respect whilst considering the needs of colleagues and customers.• Providing high standards of quality whilst promoting, building and maintaining effective working relationships with colleagues, suppliers and customers.• Identifying training needs relevant to the job and participating in any training and development as required.• Maintaining high levels of personal motivation, attendance and conduct.	

The post holder's duties must be carried out in accordance with policies and procedures of SARIA Ltd including, but not limited to the Equal Opportunities, Harassment and Bullying Policy, the Health and Safety at Work Act 1974 and other subsequent health and safety legislation. These duties should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities for the Company, commensurate with the grading of the post.

Key Relationships:

- Transport Department
- Depot Supervisor
- Transport Managers
- Drivers
- Customers

Person Specification		
		E = Essential / D = Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to a good level. 	E
Knowledge	<ul style="list-style-type: none"> • Good knowledge of the transport industry. 	E
Relevant Experience	<ul style="list-style-type: none"> • Previous experience of working within a similar planning role. • Previous experience of working within a busy transport department. 	E E
Skills and Competencies	<ul style="list-style-type: none"> • Good written and verbal communication skills. • Be able to work well individually and within a team. • IT literate including Microsoft Word, Excel and Outlook. 	E E E
Attitudes and Behaviours	<ul style="list-style-type: none"> • Highly organised and efficient. 	E
Decision Making	<ul style="list-style-type: none"> • Be able to prioritise workload. 	E
Working Demands	<ul style="list-style-type: none"> • Office based. • Willingness to be flexible and work additional hours if required. 	E D
Working Arrangements	<ul style="list-style-type: none"> • Full time hours, permanent. 	E