# Load Planner Admin

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| Brand: Report To:  | Matthew ClarkLoad Planner | Job Family:Sub Family:  | Logistics Logistics  |

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| Purpose |
| The job holder will manage the Transport admin for the day to day Operation with responsibility for the delivery of cost, service, compliance – in line with company and legal standards and requirements.Responsibility for the effective control of Transport administration and load planner activities, with a deputy role to the load planner |
| Core Accountabilities |
| **Cost**• Ensure a best service at the right price approach is applied when looking at external contractors for depot requirements• Investigate any PO discrepancies, credit requests and other cost associated queries• Analysis of load planned routes to optimise fleet performance**Service**• Proactive communication with internal and external customers and suppliers / contractors• Assist the load planner with planning routes, assigning vehicles and drivers and maintaining DRA’s and any other relevant requirements• Assist in implementing effective change to facilitate customer requirements and depot needs**Compliance**• Ensure compliance with all quality and legal documentation and standards• Assist in ensuring customer and company requirements are observed by monitoring the adherence to company policies and procedures• Accurately complete relevant audits, as directed by the Load Planner* Assist the Load Planner with the collation of data and preparation of monthly reports

• Monitor and maintain housekeeping standards in the depot. Identify, eliminate, isolate, or minimise workplace hazards**People**• Identify employee training requirements including mandatory regulatory training• Assist Transport team with investigations into accidents and incidents. Completing any relevant documentation• Assist the Transport team with management of site trackers and training matrices• Ensure consistent communications across the team and develop and maintain relationships with other departments **Leadership**• Act following the company’s values and management principles• Provide practical solutions to operational challenges and take ownership of problems and deal with them effectively • Create and maintain a positive, safe, and productive working environment• Continually assist in the review of ways of improving the operations in all areas, generating new ideas and actively implementing and promoting change |
| Key Relationships  |
| Internal * Transport
* Warehouse
* Customer Care / Customer Service
* HR

External* External contractors / suppliers
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| Experience, Skills and Knowledge  |
| **Experience** • Experience in an administration within a fast moving and changing work environment such as FMCG or logistics • Knowledge and experience of Load Planning**Skills/Behaviours**• Passionate about providing a premium service• Enthusiastic team player • Able to solve problems and generate innovative solutions• Able to multi-task in a pressured environment and work to tight deadlines and knowing when to escalate issues• Able to plan and organise effectively• Highly motivated and driven in maintaining the highest standards in quality and Health & Safety • Effective communication skills – able to communicate effectively at all levels with good verbal and written English* Must be flexible with work patterns as the role may require management at different times of the working day

• Positive approach and completion of any reasonable task requested by the management team**Knowledge**• Load planning and the relevant systems experience* Health and Safety
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| Qualifications & Education |
| • Proficient in MS Office suite - Essential |