# Load Planner Admin

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| Brand:Report To: | Matthew Clark  Load 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 |
| 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 |
| Qualifications & Education |
| • Proficient in MS Office suite - Essential |