



JOB DESCRIPTION

Job Title **Transport Planner**
Department **Transport**
Location **Park Royal, London**

Overview of role

The Transport Planner is responsible for planning transport movements in an efficient and cost-effective manner for deliveries nationwide using own account and contractors for a multi drop operation.

The Transport Planner reports to the Transport Supervisor and is part of a Transport admin team of 8.

Duties & responsibilities

- Plan delivery routes using Paragon planning software
- Maintain shift, duty and vehicle calendars in Paragon
- Maintain and update all key planning parameters, e.g. drive times, unload rates, drop difficulty, vehicle set up etc
- Liaise with driving force to ensure accuracy of actual vs planned routes
- Use system to plan “dynamic routing” for both regional GXO depots and Park Royal
- Seek to maximise payload utilisation and 2nd/3rd run opportunities
- Seek to minimise use of sub-contractors
- Aim to deliver 90% “on time” planning/actual performance
- Assure planning is performed to maximise the use of contracted hours and within WTD at all times
- Ensure planning is carried out in a timely manner to achieve cut off for warehouse activities
- Organise drivers from agencies/subcontractors both in London & UK out bases
- Undertake driving licence checks for agency staff and subcontractors
- Effective customer database management
- Answer questions from the Business Services team and support in resolving issues where required
- Assist with day-to-day traffic operation
- Undertake administration for congestion charging and parking fines
- Compile distribution performance stats



Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications/ Training	<ul style="list-style-type: none">• Good education	<ul style="list-style-type: none">• CPC Holder• ECDL• HGV2 Licence
Knowledge/ Experience	<ul style="list-style-type: none">• Experience with Paragon route planning software• Experience of planning a multidrop HGV operation within central London• Experience working in either a warehouse or transport administration role• Customer focused• Excellent telephone manner	<ul style="list-style-type: none">• 5 years + planning experience
Skills/ Abilities	<ul style="list-style-type: none">• Professional• Strong attention to detail• Ability to manage in a high-pressure environment• Very good PC skills – Word, Excel, and e-mail• Excellent geographical knowledge of London• Strong communication and organisational skills• A team player	<ul style="list-style-type: none">• General UK planning knowledge