



# **JOB DESCRIPTION**

**Job Title**      **Transport Planner**

**Department**   **Transport**

**Location**      **Park Royal, London**

## **Overview of role**

The Transport Planner who will be 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.

## **Duties & responsibilities**

- Plan delivery routes using Paragon planning software
- Load co-ordination
- Driver check out and debriefing
- Organise drivers from agencies/subcontractors both in London & UK out bases
- Undertake driving licence checks for agency staff and subcontractors
- Organise driver schedules
- 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
- Coordinate vehicle maintenance as required to ensure compliance
- Carry out spot checks on presentation of vehicles and drivers



## Person Specification

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
Qualifications/ Training	<ul style="list-style-type: none"><li>• Good education</li></ul>	
Knowledge/ Experience	<ul style="list-style-type: none"><li>• Experience working in either a warehouse or transport administration role</li><li>• Customer focused</li><li>• Excellent telephone manner</li></ul>	<ul style="list-style-type: none"><li>• Experience with Paragon route planning software</li><li>• Experience in a transport coordination role</li></ul>
Skills/ Abilities	<ul style="list-style-type: none"><li>• Very good PC skills – Word, Excel, and e-mail</li><li>• Excellent geographical knowledge of the UK</li><li>• Accuracy</li><li>• Attention to detail</li><li>• Strong communication and organisational skills</li><li>• A team player</li></ul>	