

**Job Description**

<b>Job Information</b>	
<b>Job Title</b>	Transport Coordinator
<b>Business</b>	Buildbase
<b>Working Hours</b>	Monday – Friday between 7.00am – 5pm
<b>Reports to</b>	Branch Manager

**Job Summary**

The Transport Coordinator reports directly to the Branch Manager and is responsible for getting the correct quantities of products to their required location within the given time limit and as a result must effectively organise and manage a team of drivers and vehicles.

- Typical Tasks & Activities**
- As a Transport Coordinator, you will be responsible for personnel, monitoring their progress and being their first point of contact should a problem arise making communication skills vital. These communication skills are also vital in the development of customer relationships, managing questions and complaints calmly and decisively.
  - The Transport Coordinator is responsible for organising and overseeing all health and safety checks and routine vehicle checks and adhering to both company and statutory requirements.
  - The Transport Coordinator must also be involved in strategic development and the maintaining of any administrative records.
  - You must be able to efficiently work within a high volume transport operation with good local geographic knowledge
  - A Transport Coordinator requires strong communication and people management skills being able to cultivate strong business relationships on multiple levels.
  - People Management
  - You must be experienced in Microsoft packages
  - Leading by example and promoting the Buildbase business.
  - Promoting good housekeeping within the branch to provide a safe, professional environment.
  - Promoting responsible attitudes towards health & safety.
  - Ensuring active compliance with company policies within the branch.
  - Actively safeguarding company goods and property from theft or damage.
  - Willing to perform any other duties as may be deemed necessary or as may be required by the company.

<b>Skills &amp; Experience</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Ability to meet and exceed branch bonus targets</li> <li>• Able to comply with health and safety requirements/regulations</li> <li>• Must be tidy and organised with a keen eye for detail</li> <li>• Should be prepared to use initiative when delivering orders to ensure that the customer's needs are met whilst not compromising health and safety regulations.</li> <li>• Must be prepared to fully support the Branch at the twice yearly stock-take.</li> <li>• Should be willing to be flexible in duties undertaken</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working within a Builder's Merchants</li> <li>• Good local geographic knowledge</li> <li>• Experience with Microsoft packages</li> <li>• Good telephone manner and customer services</li> </ul>

<b>Our Winning Ways</b>
<p><b>Know Your Stuff</b></p> <ul style="list-style-type: none"> <li>• Be the best at what you do and understand your customer</li> </ul> <p><b>Don't Walk Past a Problem</b></p> <ul style="list-style-type: none"> <li>• Make it a safe place to be</li> <li>• Ask for help if you need it</li> <li>• Take action to get things sorted</li> </ul> <p><b>Find a Better Way</b></p> <ul style="list-style-type: none"> <li>• Think differently and share new ideas</li> <li>• Make smart choices</li> </ul> <p><b>Build Trust</b></p> <ul style="list-style-type: none"> <li>• Listen with an open mind</li> <li>• Respect everyone</li> <li>• Keep your word</li> </ul> <p><b>Team up and Beat the Competition</b></p> <ul style="list-style-type: none"> <li>• Help others to be successful</li> <li>• Celebrate achievements</li> <li>• Work as one Grafton Team</li> </ul> <p><b>Be our Customers' Favourite</b></p> <ul style="list-style-type: none"> <li>• Go the extra mile</li> <li>• Be attentive</li> <li>• Make them feel valued</li> </ul>