# JOB PROFILE

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| **POSITION:** | Transport Planner/Job Scheduler | **REPORTING TO (NAME):** | Commercial Transport Manager |
| **HOURS/DAYS:** | Mon-Fri and every 3rd Saturday | **PERM/TEMP:** | Fixed Term Contract |
| **JOB HOLDER(S):** |  | **LOCATION:** | Head Office |
| **DEPARTMENT:** | Transport | **LEVEL:** |  |

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| **Principal Objective of Position (**the general nature, level, purpose and objective of the job):  In this role you will cost effectively plan and dispatch routes to achieve delivery times maximising available resources |
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| Responsibilities: The list should contain each and every essential job duty or responsibility that is critical to the successful performance of the job. The list should begin with the most important functional and relational responsibilities and continue down in order of significance**.** |
| **The broad remit of responsibilities include –**   * Route Planning/Scheduling for Skip/Roll-on/REL work. * Complaint Resolution with Customer Care/Sales/Credit Control. * Investigate missed or Rescheduled Services. * Have direct supervision of drivers * Collating Drivers work sheets/tickets. * Daily Radio Operations. * Liaise with Customer Care regarding Service times. * Daily Stock check. * Monitor Productivity, Report on Trends & Identify Improvements. * Liaise with Customers Regarding Service Times. * Ensuring Drivers hours are legal and within regulations | |

This description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or group.

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| **Competencies** (the minimum qualifications needed to perform the essential functions of the job such as education, experience). |
| * Excellent Analytical skills. Must be a problem solver. * Must have experience of working in a fast paced Transport Office * Excellent P.C Skills * Willing to work shift patterns 06.00 to 18.00 and some weekends * Knowledge of the greater Dublin region * Customer Focused * Ideally experience in a similar Transport role | |

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| **REPORTING STRUCTURE (number of team members supervised in this job):**  Note: please attach a copy of organisation chart | |
| Directly: Approx. 30 Drivers. | Indirectly: |
| **KEY RELATIONSHIPS (please specify contacts):** | |
| Internal: Transport Manager, Transport Supervisor, Sales Team and Credit Control. | External: All Thorntons Recycling Customers. |

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| **Remuneration range:** |
| Dependent on skills and experience | |