

Permanent role based in Heysham Depot

Job Title: Transport assistant

Must have experience in similar role within logistics/Transport Industry

Mulgrew Haulage Ltd established in 1973 provide Haulage and Warehousing services operating an extensive fleet of modern trucks and curtain side trailers delivering unit loads throughout Ireland and the UK. Servicing mainly the food, drink and packaging industries we pride ourselves on the service given to our many blue-chip customers. Based at our Heysham Depot, this is an exciting opportunity for a motivated individual to support and enhance our established Transport Team.

Job Summary: To be able to assist the depot manager in the running of a busy transport office from admin duties to drivers/vehicle compliance within the transport sector. You would assist the team in the day to day running of the depot. Have a willingness to learn the road transport industry and develop your transport skills during this role as it develops.

Role

Good admin skills.

Ensure all drivers files are complete and in order.

Communicate with Agency in the booking of drivers when required.

All admin on vehicle files including service/Inspection schedule/ Taco calibration.

Communicate with drivers regarding POD/Time sheets/Defect/Dock damage reports.

PO documentation in vehicle repairs

Drivers Holiday planning and imputing on the weekly planner.

Manage all driver PPE requirements.

Customer KPI information.

General duties around the depot

Weekend phone cover rota based

Criteria:

Self-motivated with strong problem-solving skills.

Ability to work on your own and keep motivated.

Must be a Positive individual.

Strong communication skills

Efficient IT skills to include Excel

Flexible approach to working hours.

Ability to work as part of a team.

Must have some experience and interest in the Transport / Logistics Industry.

Closing Date Friday 16th May 2025

Please send CV to HR@mulgrew.com