

Permanent role based in Dromore Co. Down

Job Title: Trainee Transport Planner / Transport Administrator

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 Head Office in Dromore Co. Down this exciting new role has been created to assist and strengthen the current traffic team. This is an excellent opportunity for the candidate to develop and progress their career with a highly professional and customer focused company within the Transport and Logistics sector.

Job Summary: To assist the traffic planners with customer's collections and deliveries in the most cost effective / efficient manner whilst maximising vehicle utilisation to meet the companies and customers' requirements in a managed and safe environment.

Role

Assist in the planning of routes to maximise vehicle utilisation.

Maintain customer KPI reports.

Issue drivers with clear instructions

Monitor driver's hours to ensure compliance with legislation

Ensure all drivers brief and de-brief completed daily

Maintain live Traffic Management System

Monitor Vehicle movements to reduce and report delays

Assist Customer Services team to manage customer queries and keep them informed & updated of all changes

Build and maintain strong relationships with customers

Book and check off shipping

Criteria:

Self-motivated with strong problem solving skills with the ability to perform in a dynamic & pressurised environment.

Ability to learn quickly with the appetite to progress

Must be a Positive & Customer focused individual

Good geographical knowledge of UK & Ireland

Strong communication skills

Efficient IT skills to include Excel

Flexible approach to working hours with the ability to work within a shift pattern

Ability to work as part of a team

The ideal candidate must be degree qualified or have experience in the Logistics Industry.

Salary: £19000 - £22000 Closing Date Monday 21st September

Please send CV to info@mulgrew.com