

JOB SPECIFICATION

1. POST

Post:	TRANSPORT ADMINISTRATOR
Depot / Department:	NORMANTON DEPOT
Ref:	GPL/GP116
Salary:	DEPENDENT ON EXPERIENCE/COMPETITIVE

2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE

Reporting to:	Transport Manager
Liaising With:	All company vehicle drivers, Service Managers, Logistics Manager, Depot/Head Office Staff and Management Team.

3. MAIN FUNCTION OF JOB (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

- Support Transport department in the smooth and efficient running of the transport function;
- Ensure complete customer satisfaction.

4. MAIN DUTIES (brief description)

Duties/Responsibilities

- Ensuring that all company vehicles and trailers are maintained and repaired in line with current legislation and Company policy.
- Liaising with all Company Vehicle drivers to ensure all breakdowns and defects are prioritised and dealt with in an efficient manner.
- Liaising with Managers to ensure availability of vehicles and trailers for routine inspections/service and repairs.
- Maintaining accurate vehicle records.
- Ensuring all Company vehicles are taxed, insured and have a current MOT.
- Creating purchase orders on InspHire
- Data processing of driver/vehicle records
- Other ad-hoc administrative office duties
- Ensure company vehicle or occasional loan vehicle supplied, is kept clean and tidy at all times, serviced within manufacturer's guideline, and ensure any defects are notified to correct parties and rectified in a timely manner.
- Promote teamwork and co-operation at all times, both within individual depots and right across the entire Generator Power Group of Companies;
- Treat all other employees and all our customers professionally and with respect;
- Always act in the best interests of any of the Generator Power Group of Companies, and not to carry out (or fail to carry out) any action that would bring the company into disrepute;
- Always work in a responsible manner to ensure safe working practices. Follow Health Safety Quality and Environmental guidelines provided by the company - currently ISO 9001:14001 and OHSAS 18001 procedures, including all future notifications.

5. REQUIREMENTS TO CARRY OUT JOB

Essential or desirable requirement (E/D)	E	D
Qualifications/Skills required:		
<ul style="list-style-type: none"> GCSE in English & Maths; Any Administration Qualification. 	E E	
Experience required:		
<ul style="list-style-type: none"> Administration/Office Work or experience; Competent with IT and computer packages especially Microsoft Excel & Word; Transport controller experience. 	E E	D
Specialist training required:		
N/A	N/A	N/A
Personal characteristics/Attributes required:		
<ul style="list-style-type: none"> Customer service skills; Confident in dealing with people on the phone and in person; Ability to work as part of a team and on own initiative; Good communication skills and the ability to connect naturally with people; Work well on own initiative and as part of a team; Ability to ensure the work gets done in a timely and effective manner; Ability to follow Company policy and procedures; Ability to understand and implement written and verbal instruction; Self-motivation. 	E E E E E E E E E	

6. SPECIAL TERMS

Special conditions e.g. working with hazardous substances, equipment, animals etc.:	N/A
Working in different locations:	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.	

If you are interested in the above position please discuss in the first instance with your line Manager, then complete the application form and Email with a CV to:

vacancies@generator-power.co.uk

CLOSING DATE:

27th October 2017