

### JOB ROLE PROFILE

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<b>Business Title:</b>	William Thompson (York) Ltd, part of the BATA Group
<b>Job Title:</b>	Transport Planner
<b>Reports To:</b>	Transport Manager
<b>Work Location:</b>	Jubilee Mill, Murton, York, YO19 5UT
<b>Hours of Work:</b>	6am – 4pm, 5 days over 7, full flexibility required.
<b>Job Type:</b>	Full Time, Permanent
<b>Driving License Required:</b>	Full UK Driving License or equivalent

### About Us

Part of the BATA Group, Thompsons of York produce and supply the highest quality animal feeds to British farmers. Our mill is fully accredited to the Universal Feed Assurance Scheme (UFAS), ensuring feed products match the demands of the major retailers. We have always taken pride in the quality, safe manufacture, handling, and storage of our feeding stuffs. Our customers know and trust the Thompsons name and the food safety assurances that enable them to compete in their markets.

### Job Purpose

To support and assist the Transport Manager with planning, coordinating and managing the bulk transport operations, routes and schedules, in accordance with current transport legislation and company procedures. Support and assist with weighbridge operations and raw materials.

### Job Tasks

- Plan activities related to dispatching, routing, and tracking.
- Provide administrative and technical assistance for the department.
- Assist with ensuring that drivers comply with hours, tachograph rules and speed limits.
- Assist with the maintenance of the company fleet including the inspection of vehicles at the appropriate time, ensuring that action is taken to remedy defects.
- Record, report and manage the process to resolve vehicle defects reported by Drivers.
- Support the Transport Manager to maintain accurate documentation of all departmental information for the set legal period to comply with current legislation.
- Ensure that all vehicles are filled to the correct weights and not overloaded.
- Maintain an up-to-date knowledge of current transport law with regards to the company's fleet and transport operations.

- Direct investigations to verify and resolve customer complaints, ensuring that excellent customer service is always provided.
- Collaborate with other managers and staff members to formulate and implement policies, procedures, goals, and objectives.
- Liaise with Production Planning to ensure that all orders can be delivered and work together to cause minimum disruption due to changes.
- Assist with monitoring spending to ensure that expenses are consistent with approved budgets.
- Manage the vehicle inspection processes.
- Maintain and develop customer relationships via various communication methods with other departments to ensure the Transport department is running most efficiently.
- To check with the Technical Team for what action(s) are required for any feed safety incidents.
- To assist the Purchasing department as follows:
  - Weigh and sample bulk raw material deliveries.
  - Weigh and bag raw material deliveries.
  - Assist with public weighs.
  - Manage customer own collections – weighing, loading and despatching vehicle.

In addition to the above, the post holder will be expected to carry out any reasonable task which falls within the scope and purpose of the post.

### **Key Attributes**

The ideal candidate will possess the following skills:

Essential:

- Excellent communication skills
- Computer literate and experienced in Microsoft Office
- To be polite and be able to work calmly under pressure whilst dealing with variable workloads, changing tasks and challenging customers.
- A good attention to detail.
- To be able to work as part of a team and on your own.
- Be confident and comfortable speaking to customers.
- Work to deadlines when carrying out tasks, therefore able being able to prioritise workloads.
- Confident in communicating with all levels of management and staff.
- Multitasking skills and good organisational skills.
- Desirable:
- Knowledge of road transport regulations including tachograph hours and Working Time Directive.
- Agriculture
- Local area road system knowledge

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If you think you have the skills and experience, we are looking for, we would love to hear from you!

Here at the BATA Group equality, fairness and diversity are the foundation of our organisation. We are proud to be an equal opportunity employer who is fully committed to a policy of treating all its employees and job applicants equally. We value the differences that a diverse workforce brings to our organisation and encourage applications from everyone.

Due to the high number of applications if you have not heard from us within 14 days from submitting your application, please assume you have not been successful on this occasion.