

Job Description

Transport Planner

Site Equip is the South's leading supplier of portable welfare facilities operating within event and construction industries, supplying to major contractors including; London Fire Brigade, the Ministry of Defence and many major events.

Through our investment in people, we are able to expand and develop our innovative and forward-thinking company. We have an opening for a Transport Planner. The position is based at our Lasham, Hampshire Depot.

This is a fantastic opportunity for a motivated, organized, and driven person to ensure our customers receive the highest quality service available on the market.

The Role

- Planning; Route planning the driver's jobs, checking them through to ensure all have been completed sufficiently.
- Quality control; Spot checks on driver jobs, ensuring the jobs have been completed to a high standard.
- Communication; Being the point of communication between the office, outdoor staff, and customers. Dealing with daily queries, with quick solutions.
- Weekly stock checks; including all consumables, drivers have the right tools, etc.
- Daily Vehicle Checks; ensuring the drivers have completed them, vehicle damage is noted, clean and tidy and any broken parts or equipment is identified & fixed.
- Purchasing; Raising orders, sourcing parts and negotiating rates from suppliers.
- HR; Approving yard and workshop timesheets, adding shifts 4 weeks in advance for overtime and approving holiday requests.

Experience and Expertise

- Experience in administration
- Pro-active
- Strong MS Office skills

You may not have experience in every aspect of the role before, but that is ok, you will receive ongoing support and development that will provide you with the skills and knowledge required for a successful career, all we ask for is a proactive motivated attitude, high attention to detail and keen to share your ideas to make the role a success.

Culture

Site Equip is innovative, fast-growing, and award-winning, constantly pushing boundaries and driving things forward. We believe everything is possible and always wants to improve.

Our culture is one where people are relaxed, enjoy themselves, have the opportunity to exceed and excel, are challenged, encouraged to break boundaries, identify the new and be part of a team delivering damn good work. We're very passionate about what we do. Our commitment and drive are unerring.

If you're ready for something new, different, to push boundaries where you can be a part of an exciting journey of a growing and thriving business, then it's likely this role and our culture is a fit for you.

We want like-minded people to be part of, contribute to, and rewarded for their involvement in the success of Site Equip.

The role has a lot of potential for further growth within the company for the right candidate.



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If you would join a quickly growing dynamic team, please apply by email with CV. But first, ask yourself have you got what it takes to make this work? Is this really the role is right for you?

Benefits

- Free parking available
- Pension
- Training and development
- Progression available

If you feel you have all the above qualities and would like to join a forward-thinking, dynamic, award-winning company whose passion for hire, excellent client service, and people development is second to none, we would love to hear from you, please email your CV or call 01256 384 134.