

Assistant Fleet Manager

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Company: Hunter Heywood

Location: Grays

Category: other-general

Assistant Workforce / Transport Planner – Healthcare

Efficient management of resources is key in any business, but particularly in healthcare where it directly impacts the care, comfort, safety and experience of patients who rely on your services.

This is an opportunity for you to join a growing provider and optimise resources with the overall goal of maximising the efficiency of day-to-day operations. Read on if you're up for the challenge.

About the role

As the Assistant Resource Planner, it will be your responsibility to allocate resources effectively to meet patient requirements, contractual obligations/service level agreements, and efficiency targets.

Part of your role will also include the co-ordination of effective workforce planning to support and inform organisational recruitment, learning and development and succession planning.

Your other day-to-day responsibilities will include:

- * understanding patient needs and staff skills/experience to allocate the necessary resources;
- * ensuring that transport routes used are time-efficient;
- * handling telephone calls professionally and gathering information quickly and accurately;
- * liaising with third-party support providers to book and/or amend ad-hoc support as necessary to meet demand;
- * collaborating with internal stakeholders to develop and maintain workforce data to be used in

conjunction with relevant KPIs;

- * providing relevant information to crews on the day before any shift;
- * assisting in the coordination of crews on the day;
- * arrange support and/or cover as required to cover staff holiday or sickness; and
- * working to strict deadlines under pressure while maintaining high levels of performance.

About you

To be effective in the role, you should have experience in a similar role or with similar responsibilities, ideally within the healthcare sector. You will also hold qualifications in Maths and English equivalent to GCSE C or above.

Other essential requirements include a full UK driving license (or equivalent), experience working in a fast-paced environment, excellent communication skills (written and verbal), people and performance management experience, and flexibility around working hours.

Strong knowledge of the local area would be highly advantageous, as would any experience and/or qualifications in healthcare transport or logistics.

What's in it for you?

- * A salary of up to £35,000

About the organisation

This award-winning, independent organisation is known for their dedication to safety, comfort and care and its senior leaders take great pride in putting patients first and taking care of their employees.

Interested? Start your application to join this award-winning business today.

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