

Hatfield - Transport Operator

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Company: YODEL

Location: Hatfield

Category: transportation-and-material-moving

Role Overview

Transport Operator

Location: Hatfield (AL10)

Salary: £23,774 Per Annum

Shift Pattern: 05:45 to 14:15 Thursday to Monday

Contract: Permanent

What you'll be doing

Reporting into the Shift Manager, you'll be helping the Transport team to ensure delivery schedules are achieved. You'll be managing several key administrative and reporting tasks including:

- Monitoring planned schedules for Shaw's Transport team escalating any issues to ensure we operate within agreed service levels.
- Using our Transport Systems, you'll help with trailer allocation.
- Monitor the working time directive 48hr average and support us to review and report on driving infringements.
- Check on the arrival and departures of our vehicles to make sure we are setting out on time and meeting our SLA's customer satisfaction is key!
- Administrative tasks such as keeping our drivers records up to date so for example their

driving license expiry dates and training records.

What you need to show us

You'll already have gained experience in an Operator or Admin role and ideally have worked in a fast-paced office environment.

We'd like to hear from you if this sounds like you:

- It goes without saying you'll be organised, have excellent attention to detail and able to manage your workload.
- Be confident to work with various IT Systems and especially working with data in Excel.
- A confident communicator and happy working alongside our drivers and Managers alike.
- Up to date knowledge of driver's hours and working time regulations would be fantastic but not essential as we'll give you all the training you need to understand these areas.

Why work for us

We're a big believer in rewarding our employees for all the amazing work they do. As well as a competitive remuneration package, excellent pension scheme and genuine career development we offer discounted hotel stays, gym memberships and Virginmedia discounts. And if like us you enjoy online shopping up to 25% discount off very.co.uk.

At Yodel we're keen to delivering amazing careers as well as parcels, we'd love you to apply so we can speak to you more about this great opportunity.

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