

Transport Administrator

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Company: Calor Gas

Location: United Kingdom

Category: other-general

Transport Administrator

Salary £23,400 - £29,000 depending on experience, plus excellent company benefits

Keeping our Customers Safe, Warm, Working and Informed is what we strive for at Calor.

Calor Gas is currently seeking a dynamic and proactive Transport Administrator for our Aberdeen site, to take charge of daily operations, primarily based in the office with **additional responsibilities in the yard.**

The role involves overseeing a safe and efficient fulfilment process, with a specific focus on secondary cylinder distribution movements to optimise driver and vehicle utilisation.

The successful candidate will actively participate in maintaining site safety standards and contribute to transport planning through effective customer master data management.

Key responsibilities will include:

Ensuring that the yard is kept safe, secure, and tidy.

Supporting site management in achieving compliance obligations including Inventory, financial, health and safety and Transport

Assist with the loading/unloading of vehicles.

Ensuring all loads are counting correctly and reconciled.

Maintain a record regular stock checks.

Ensuring driver feedback is reported and Master data is updated.

Create a mindset within the team that “service matters”.

Create a positive safety culture within the team and increase safety accountability.

As such we would like you to have/be:

Hold a current FLT licence, though not essential as training can be available.

Able to carry out a high degree of manual handling.

Have experience working within the transport industry.

Have knowledge of Driving hours rules and regulations.

Demonstrate a professional attitude when dealing with internal and external customers.

Have a hands-on attitude and the willingness to lead by example and develop and encourage team spirit.

Be computer literate with experience using MS Office

Be well organised.

Be a clear communicator – with good written communication.

Have a strong safety focus.

In return, we offer:

25 days annual leave plus 8 statutory days

Private medical insurance

Employee assistant programme

Contributory pension scheme

Various discounts from major retailers

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