

Transport Assistant

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Company: SH Recruitment Ltd

Location: Horspath

Category: other-general

Transport Assistant

Bicester

11.44 per hour

Temporary to Permanent

SH Recruitment

About the Role:

We are currently seeking a dedicated Transport Administrator for our client based in Bicester. The successful candidate will be responsible for conducting daily vehicle checks, ensuring the maintenance of accurate records, and facilitating the smooth operation of logistical activities.

Working Hours:

17:00 pm – 02:30 am

Monday to Friday

On occasions you will be asked to work weekends

Key Responsibilities:

- Performing daily vehicle checks to ensure roadworthiness

- Inspecting vehicles for damages and reporting any issues
- Thoroughly completing and maintaining paperwork and records related to vehicle checks

Requirements:

- Proven experience in a similar administrative role, preferably within the transport or logistics industry
- Attention to detail and ability to carry out thorough vehicle inspections
- Proficient in completing and managing paperwork accurately
- Strong organizational skills and the ability to work independently

If you are seeking a dynamic role within a fast-paced environment and possess the necessary skills to excel in this position, we would love to hear from you.

Apply:

If you wish to apply for this position, please send your CV and one of our team will be in touch to discuss your application further

SH Recruitment is a market leading employment business for the Automotive, Manufacturing, Engineering and industrial sectors

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