

Transport Coordinator

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Company: IGLOO

Location: Leighton Buzzard

Category: other-general

Igloo are recruiting for a Transport Coordinator for one of our clients based in Leighton Buzzard, Bedfordshire.

Our client has a lengthy background working within the automotive industry providing a wide range of transport and logistics solutions.

We are looking to someone who is experienced within the transport sector who would be interested in joining their transport team.

The Role:

Briefing and de briefing HGV drivers

Dealing with drivers while they are out on runs

Checking vehicle back into the yard with the driver to make sure there is no damage

Speak to customers if there are any delays or issues with the runs

Speak to vehicle repair companies when needed

Help to plan HGV Drivers

Organise paperwork for Drivers

General data entry

What kind of person we are looking for?:

A Good knowledge within the logistics and transport sector

Good understanding of driving hours and WTD

A good understanding of compliance

Excellent communication skills

Flexible working hours to help cover holidays

If you are interested in this position, please click on the apply button and upload a copy of your CV.

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