****

**BRETT** - **JOB OUTLINE**

MONTHLY

|  |  |
| --- | --- |
| **JOB TITLE**: | Apprentice Transport Administrator / Planner, South & LHC |
| **DEPARTMENT**: | BAL Transport |
| **COMPANY:** | Brett Aggregates Ltd |
| **LOCATION**: | Faversham HO, ME13 7UD |
| **REPORTS TO**: (Job Title of immediate supervisor) | Transport Manager, South & LHC |
| 1. **ORGANISATION:** (Show where this job fits in the organisation) | |
| 1. **RESOURCES:**   Budget: £13 million  Colleagues: 65 (Tpt Managers, Planners, Drivers, Admin Support)  Plant/Equipment: 40 x HGV Vehicles (own fleet) plus external hauliers  Key Internal/External Contacts: Sales Dept, Transport Dept, Customer Services Dept, External Hauliers, Suppliers, Accounts Dept, Group SHE Dept, Group Purchasing Dept, Group HR Dept | |
| 1. **PURPOSE OF THE JOB**: (What is the main reason for this job to exist? How does it add value to the Company?)  * To support the administration function of the Transport department * To support the Planning team in improving the efficiency of the South and LHC fleet and drivers through efficient planning. * To support in managing the day to day deliveries of the internal and external fleets ensuring that agreed levels of customer service are met. | |
| 1. **MAIN RESPONSIBILITIES/TASKS**: (What will the Job Holder actually do? Include specific performance standards wherever possible and highlight 2-3 most key performance indicators )   Responsibilities/Tasks: Performance Standards:  To carry out any allocated admin tasks Meet required standards in admin tasks  accurately and efficiently to the required  To support the planning team to Meet required performance standards in  continually monitor, evaluate and improve Transport KPI’s with specific focus on  fleet efficiency planning efficiency.  Maintain and continually improve customer Monitor through vehicle and driver availability.  service culture  Safety, Health & the Environment Contribute towards preventing accidents and  incidents wherever possible. Operate to minimise environmental impact.  Strive for excellence in promoting the Brett In line with Company procedures  brand   * This Job Outline covers the main/most frequent responsibilities and duties included in the job. Other reasonable duties will be expected from time to time. | |
| 1. **MAJOR JOB CHALLENGES/ANY OTHER RELEVANT INFORMATION:** | |
| **6. BRETT QUALITIES:** Customer Care Personal  Understand customer needs  Professional - To conduct business in a way which our customers will want to do business with us again Integrity We will do what we say  Value people not position  Communicates honestly, openly and on time  Respect safety, the environment and our neighbours Quality Attention to detail  People Deliver Quality  Superior service | |
| 1. **KNOWLEDGE AND SKILLS:**   Essential: Desirable  High It Literacy Knowledge of logistics / transport operations  Planning and organising  Self motivated and disciplined.  Good communicator and able to communicate  verbally and in writing at all levels  Good analytical and decision making skills | |

**BRETT – PERSON SPECIFICATION**

SPECIFICATION OF PERSON REQUIRED TO FILL THIS ROLE EFFECTIVELY

|  |  |  |
| --- | --- | --- |
| **GENERAL EDUCATION:** |  |  |
| Essential: | Desirable: |  |
| Good standards of English, Maths and IT | IS System training |  |
| **SPECIFIC TRAINING/PROFESSIONAL QUALIFICATIONS:** |  |  |
| Essential: | Desirable: |  |
|  |  |  |
| **PREVIOUS INDUSTRY/JOB EXPERIENCE:** |  |  |
| Essential: | Desirable: |  |
|  |  |  |
| **OTHER SPECIFIC REQUIREMENTS:** |  |  |
| Essential: | Desirable: |  |
|  |  |  |

Complied By: \_\_\_\_\_Shaun Baker\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_13/03/23\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_