

JOB DESCRIPTION – TRANSPORT MANAGER

JOB TITLE

Transport Manager

OVERALL OBJECTIVE

As Transport Manager, you will play a vital role in keeping our vehicles running smoothly and safely. You will be responsible for managing our transport team, coordinating transport logistics, preparing weekly driver schedules, monitoring fleet maintenance, communicating with our customers and keeping up-to-date transport compliance. This vital role reports straight to the Operations Director and takes lots of dedication and commitment to make sure our business runs without a hitch.

KEY JOB AREA

- Recruit, motivate and manage our transport team stationed throughout the UK. Holding them accountable to key performance indicators and internal processes.
- Develop, maintain and improve our systems and procedures relating to customer collections and transport.
- Ensure that our transport department complies with vehicle operator licence regulations, industry standards and other haulage regulations.

SPECIFIC JOB TASKS AND ACTIVITIES

1. Recruit, motivate and manage the transport team stationed throughout the UK. This includes leading onboarding, training, appraisals and performance management.
2. Develop and train your team so that they can meet and surpass key performance indicators and maintain their Continuing Professional Development.
3. Plan and oversee weekly transportation schedules for drivers. By distributing their workload evenly, you will ensure that our service quality stays high.
4. Review tachograph data regularly to spot any driver rule violations and provide appropriate training as needed to help drivers improve their overall performance.
5. Ensure that your team understands and complies health and safety and driving regulations.
6. Maintain records in accordance with the regulations set by the Operator Licence and Wiser Recycling policy.
7. Use our systems to monitor the fleet's maintenance and fault reporting. This includes using our database to accurately store information on equipment sales, leasing, servicing and quotes.
8. Develop positive relationships with customers and understand their needs so that we can meet their individual requirements and site conditions.
9. Facilitate and manage transport audits, including those for industry-standard certifications, as well as communicate effectively with auditors.
10. Liaise with the Transport Commissioner and ensure full compliance with Operator Licence.

Recycling electrical wastes regularly, reliably and responsibly

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SPECIFIC JOB TASKS AND ACTIVITIES

11. Implement, manage and review preventive maintenance processes.
12. Effectively manage breakdowns so that they are rectified promptly and effectively - resulting in minimum unplanned downtime.
13. Communicate and report successes and challenges to the Management Team.
14. Support us in developing energy-efficient systems and technologies for our fleet of commercial vehicles. This includes testing new advanced forms of fuel, reducing vehicle movements and taking other steps towards reaching net zero.
15. Other duties are necessary to help the business as required by the Operations Director.

QUALIFICATIONS AND EXPERIENCE

Mandatory	Desired
<ul style="list-style-type: none"> • Holder of a Certificate of Professional Competence in Road Haulage. • 3 years of relevant experience of working within a haulage or transportation environment. • Informed about the latest trends and developments concerning electric and alternative fuel vehicles. 	<ul style="list-style-type: none"> • Experience of working within the Waste Electrical and Electronic Equipment industry. • Proven experience as Transport manager.

COMPETENCY REQUIRED

- **Communication Skills** - Delivers information to others using the appropriate communication method. Actively listens and checks to ensure their communication and others understanding is consistent.
- **Customer Focus** - Delivery of excellent customer service. Understands and defines the needs of the customer. Takes the right action to meet and exceed their expectations. Proactive identification and improvement of customer service. Aims to provide service beyond client expectation.
- **Driving Results** - Ability to work independently and as part of a team. Shows clear understanding of team working and how individual actions impact upon the Business. Delivering excellent quality standards and showing high degree of responsibility for own actions.
- **Planning and Implementation** - Need to demonstrate initiative and be a self-starter. Need to plan ahead and prioritise daily, weekly and monthly tasks.
- **Confidence** - Shows confidence in self and the ability to take on new challenges and ask for support when needed.
- **Self-Development** - Strives to enhance their own abilities to learn new things and develop themselves both with company support and individual learning. Demonstrate the ability to “self-motivate”.
- **Business Awareness** - Shows clear understanding of business, industry and marketplace.