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**Job Description – Beauparc**

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| **Job Title** | Logistics Coordinator |
| **Reports to** | Fleet Manager UK Bulk Haulage |
| **Business/Function** | Commercial Operations |
| **Primary Location** | Quarrington Sleaford |

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| Logistics Assistant –Trainee planner |

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| **Purpose:**  The primary goal of the Logistics coordinator is to streamline transport operations, enhance efficiency, and ensure professional management of key transport-related processes. The role will support invoice management, track vehicle utilisation, and improve operational oversight, ultimately helping the business continue to provide the best customer service in a cohesive, structured manner as it develops and grows.  The role will also offer support to the planning of the fleet to ensure efficiency if operational demands are high |

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| **Key accountabilities:**   * Providing administrative support to transport operations. * Ensuring telephone cover during key meetings and training sessions. * Logging and tracking vehicle bottlenecks to support claims and operational efficiency. * Overseeing vehicle sales, VORs, and driver availability to maintain a clear operational overview. * Managing records of vehicle inspections, MOTs, and servicing schedules. * Liaising with staff to provide information when required * Help compile wages and holiday bookings * Booking jobs on to the group weighbridge software * Ensuring effective communication to the whole driving team * Ensuring drivers hours and regulations are being adhered to * Produce a daily transport plan in line with customer orders and expectations * Assist in the management of vehicle / trailer defects to a compliant close out |

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| **Areas of responsibility:**   * Tracking and logging vehicle movements, downtime, and utilisation. * Supporting claims and disputes with accurate records of vehicle bottlenecks, times, and registrations. * Monitoring and reporting on vehicle maintenance schedules, including inspections and servicing. * Supporting business operations with clear and professional record-keeping. * Aiding planning and routing of the vehicles. * Assisting with any other duties within the scope of the department. * Problem solving within the company for staff and relevant departments * Able to communicate effectively at all levels of the business |

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| **Experience and Skills:**   * Strong organisational and administrative skills. * Experience in transport or logistics administration is advantageous. * Ability to track and log vehicle movements accurately. * Familiarity with invoice management and cost tracking. * Proficiency in Microsoft Office and other relevant software. * Be able to understand and manipulate data to find improvement metrics * High level of IT literacy * Strong attention to detail and ability to work proactively and self-manage. |

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| **Qualifications and Knowledge:**   * A good working knowledge of transport and logistics operations. * An understanding of vehicle maintenance schedules, invoicing processes, and regulatory documentation and legal requirements. * The ability to adapt to a fast-paced work environment and provide structured support. * Professional CPC would be advantageous, will be offered as training if not |

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| **Leadership Competencies:**  *The level should be chosen around the importance of the individual competency to the role…*  *Scoring guidelines: Very important (4), important (3), desirable (2) and not required (1).*  *These are generic competencies that are required for most leadership roles, rather than being specific ones for Beauparc as a business.*  **Leading the Organisation:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **1** | **2** | **3** | **4** | | Solving Problems and Making Decisions |  |  | **x** |  | | Managing Politics and Influencing Others |  |  | **x** |  | | Setting Vision and Strategy |  | **x** |  |  | | Managing Change |  | **x** |  |  | | Understanding Risks and Innovating |  | **x** |  |  |   **Leading Yourself:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **1** | **2** | **3** | **4** | | Displays drive and purpose to succeed |  |  | **x** |  | | Effective self-awareness |  |  | **x** |  | | Leads by example |  |  | **x** |  | | Understand development needs |  |  | **x** |  | | Demonstrates ethics and integrity |  |  |  | **x** |   **Leading Others:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **1** | **2** | **3** | **4** | | Communicates in an engaging manner |  |  | **x** |  | | Values diversity and inclusivity |  |  |  | **x** | | Builds and maintains effective relationships |  |  | **x** |  | | Leads a team through engagement and trust |  | **x** |  |  | | Drives performance through involvement |  |  | **x** |  | |

*Beauparc aims to attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside.*

*(DE&I Policy Statement)*