

**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:**

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|  | **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:**

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|  | **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:**

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|  | **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** |  |

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*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)*