

Job Description

Job Title:	Transport Coordinator
Reporting to:	Stores & Logistics Manager
Department:	Stores
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	January 2025
Job Level:	12

Job Purpose

Managing a fleet of 100 plus vehicles in a cost effective and efficient manner, ensuring compliance and working within current legislation and best practice.

Working closely with internal and external stakeholders, playing a major part in supporting our Home Solutions Teams on the road, delivering excellent customer service in our homes.

Managing up to three direct reports to deliver effective and efficient fleet controls.

Key Strategic Responsibilities

- Supporting the Repairs Managers, ensuring our drivers understand their responsibilities towards their vehicle maintenance, damage control, health & safety etc.
- Reporting and assessing the abilities of the drivers to ensure they have the appropriate training
- Developing fleet processes, implementing procedures and driver information, alongside seeking to demonstrate VFM when assisting with vehicle tenders, maintenance packages and repair costs, with due consideration to geographical growth
- The monitoring and continuous evaluation of the quality and cost of services provided by leasing companies, maintenance providers, and fleet-related suppliers, and working with the Stores & Logistics Manager to plan future developments
- Communicating, to 100 plus Operatives, new policies & possesses, ensuring they are compliant and are demonstrating the effective use of the fleet
- Supporting the Stores team and stockholders with the controlling of inbound and outbound movements in the main warehouse and across our 100 plus mobile warehouses
- Responsible for supervising the logistics of the Waste Management process, equating to the disposal of circa 700 tons of waste per annum, and reporting to the Stores & Logistics Manager on a regular basis

Key Functional Responsibilities

- Managing the day-to-day running of Eastlight's fleet, actioning daily defects, breakdowns, scheduling MOT's and services with minimum downtime
- Controlling the allocation of vehicles, working with line managers with vehicle

requirements

- Licence checks and induction of new starters with our fleet policies
- Maintain our tracker system and provide regular & ad hoc reports to our business
- To communicate effectively with internal and external stakeholders in a timely and accurate manner on policies, procedures, and requirements, creating excellent working partnerships
- Physical periodical vehicle checks, to include daily maintenance checks and condition of vehicles, assessing and monitoring damage
- Coordination of van audits, working with schedulers, stock analyst and repairs managers
- Raising purchase orders and ensuring prompt payment of invoices
- Maintain vehicle records to include weekly fuel and mileage reports
- To work with the stores team to ensure the smooth operation of the Waste Management process
- To work with internal customers, providing cover for deliveries and waste collection

Person Specification

Education & qualifications	<ul style="list-style-type: none"> • A good standard of education • CPC is desirable but not essential
Experience	<ul style="list-style-type: none"> • An understanding of fleet terminology with previous experience of working within a fleet environment • Knowledge and experience of dealing with suppliers, to include fleet • Proven experience of working in a fast-paced environment and managing a busy varied workload • Work to deadlines, manage and prioritise your own workload in a sometimes-reactive environment • Experience of using a variety of computer packages such as databases, Microsoft Word, Excel and Outlook is essential
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent problem-solving & decision-making skills • Solution focused and can-do attitude with a desire to deliver an excellent service • Self-starter, able to manage workload in changing circumstances, under pressure • Co-ordination and diary management • Full clean driving license (max 6 points & under)