

**Job Title:** Transport Planner

**Hours:** 07.30-5.00 Monday-Friday

**Location:** Needham Market

**Duration:** Permanent

**Reporting to:** Fleet Manager

Sackers is a family owned and managed business, with revenues of over £36 million per year. We employ over 85 staff and have strong future growth plans. We pride ourselves on being the sustainability experts and aim to recycle over 90% of the material we receive.

Sackers provide full waste solutions for Suffolk and has two sites situated near Ipswich at Great Blakenham and Needham Market. One site is for scrap metal processing and the other is for commercial waste disposal. We offer commercial waste collections, skip hire and scrap metal recycling.

We have invested heavily in equipment to give us cutting edge technology to create a strong and competitive position in the area. We have the only processing plant of its type in East Anglia, we are unique to the area and able to recover, process and sell the metal and recycled commodities to many different countries.

We care about and invest in staff and their personal career development. We have a track record of growing our own talent, we've had staff grow with the business into senior leadership roles.

If you have the desire, we will embrace it.

## KEY RESPONSIBILITIES

### Duties and key responsibilities

- You will be responsible for the day to day performance of the vehicle fleet & drivers and therefore will require excellent communication and team building skills and will carry out daily briefing/debriefing with drivers.
- Answering phones & emails dealing with all customer enquiries promptly and efficiently.
- Placing orders on system and managing the on-line ordering portal.
- Hours of work – 07.30 – 5.00 Monday – Friday with flexibility to work remotely outside of these hours as and when required. One Saturday morning per month required to work at either of our sites in Ipswich.
- Working with both the Fleet Manager and Depot Manger to achieve efficiencies and delivering a first class service to our customers

### Experience

- Experience in transport planning / waste management / multi-drop
- Enjoy working with (and are comfortable with) IT and systems that support efficiencies such as vehicle tracking, and dedicated software used within the business.
- Dealing with drivers and customers

### **Essential Knowledge**

- Knowledge of driver hours and or working time directive would be desirable however full training can be provided for the right person
- Good local geographic knowledge
- Good IT skills, word, excel and other transported related software

### **Personal attributes and other requirements**

- Enthusiastic, reliable and enjoy working hard to deliver high standards for customers, you will be a great communicator and will be able to deal directly with all customers.
- A keen eye for detail with a well organised, methodical approach to your work.
- Team player that is happy to support other duties within the office as and when required