



Administrator Job description

Job title	Logistics Administrator
Department	Countrystyle East
Reports to	Business Development Manager
Financial sign-off limit	N/A

Position summary

Main job functions

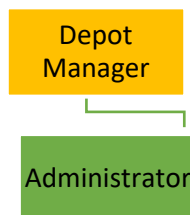
To assist the department with effective, accurate and timely administration. You will be required to assist with data input and general administration duties as required. You will be responsible for liaising with internal and external customers, resolving queries, along with other ad hoc administrative duties. Accurate data entry skills are essential.

Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required.

Job location

Thetford, Norfolk

Supervisory responsibilities/position in structure



Main duties – principle responsibilities

Duties/responsibilities (in order of priority)	Approximate % of time to be spent
Daily planning of the Fleets operating at the depot using the Company's AMCS System.	
Input all waste transfer notes and weighbridge tickets onto the AMCS management system to a high level of accuracy.	
Input all job requests raised via telephone and email accurately onto the AMCS system.	



Daily reconciliation of billing information to ensure accurate invoicing to customers using Credica and AMCS.	
Running daily, weekly and monthly reports from AMCS to accurately check the input data and amend accordingly.	
Generating work for the following day ensuring all notes, keys and any information is made available to the drivers so the work can be carried out without problems.	
Ensure that the vehicles are available for scheduled services and compliant to use in all operations.	
Ensure that all queries within operations are dealt with in a timely manner and in accordance with agreed service level agreements.	
Liaise with Fleet Compliance and coordinate the investigation of all road transport accidents.	
Assist the Depot Manager with transport activities, including the implementation of road transport compliance policies, standards and procedures.	
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Ensure that tool-box talks required by the Compliance Department are given to drivers as necessary.	
Work closely with the Finance Department to ensure that all disposal invoices for activities are fully reconciled.	
Communicate with internal stakeholders, external customers, third party vehicle suppliers and external maintenance service providers as required, resolving all customer service queries.	
Creation and full analysis of Vehicle Performance Reports (VPR).	
Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work.	
Staff must co-operate, report unsafe conditions and comply with the company management systems and safe systems of work as well as co—workers to help everyone meet their legal requirements.	

The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.



Person specification

Skills

The post holder will require a certain level of these skills in order to carry out the role.

Essential	Desirable
Intermediate level MS Office to include Word, Excel, Outlook.	Advanced level Excel including VLOOKUP and Pivot Tables
Good understanding of computer-based management systems.	Knowledge of AMCS
Excellent communication skills both verbal and written, with an essential eye for detail and accuracy.	Full understanding of the London Lorry Control rules and regulations.
Good geographic knowledge of Cambridgeshire.	

Experience

Include specific experience that is important for the post holder to have in order to perform the role.

Essential	Desirable
Previous experience in a busy administrative role	Previous experience of a transport office environment
Experience of dealing with internal and external customers and service providers.	

Qualifications

Academic or professional qualifications that would be important to the performance of this role.

Essential	Desirable
GCSE Grade A-C or equivalent	CPC

Competencies

Other role specific behaviours or expertise that will give the job holder the ability to succeed and be efficient in this position.

Essential	Desirable
Demonstrate a positive and respectful attitude to others.	
Demonstrate teamwork and support of others.	
Versatility and willingness to learn, must also be reliable/punctual and a strong team player.	



Signed

Signed for and on behalf of Countrystyle Recycling Ltd		Date	
Signed by job holder		Date	