

POSITION DESCRIPTION

Transport Co-Ordinator

Responsibilities

1. Managing and scheduling a fleet of 8-12 trucks to ensure efficient and cost-effective performance of daily pick-ups and deliveries.
2. Managing all aspects of safety and compliance including EH&S procedures, Forklift safety, Chain of Responsibility and other HVNL Regulations.
3. Proactively manage truck and forklift drivers on safe loading and unloading practices.
4. Communicating effectively with customers to meet client demands and delivery schedules. Providing regular status updates and responding in a timely fashion to any deviation from initial plans.
5. Managing Key Performance Indicators for the department
6. Contribute to the improvement of systems and the working environment.
7. Reporting and record management.

Requirements

1. Proven operations experience in transport and logistics of heavy structural steel, load planning and fleet coordination.
2. Sound knowledge of Melbourne, metropolitan areas and Victorian regional areas.
3. Strong focus on safety and compliance including EH&S procedures, Forklift safety, Chain of Responsibility and other HVNL Regulations.
4. Ability to communicate effectively and efficiently with all stake-holders.
5. Intermediate computer skills in Microsoft Windows and Microsoft Office software.
6. Proven leadership & delegation skills.
7. Excellent problem-solving skills and initiative.
8. Attention to detail.

Key Attributes of Role

1. A positive "can do" attitude with the ability to think, adapt and learn in a fast paced and dynamic team environment.
2. Ability to work unsupervised & to handle multiple tasks at the one time.
3. Focus and passion for outstanding customer service.
4. Extremely well organised.
5. Availability to work outside of normal business hours when required.