

Position; Commercial Transport Planner

Our business is built on our people. We employ over 200 people at our Crag Avenue facility and all of our profits are re-invested in the company.

We are committed to recycling and are constantly innovating and educating to reduce the amount of waste that goes to landfill. All of our operational processes focus on facilitating recycling, composting and working towards a Greener, Cleaner world.

- Responsible for daily planning and allocation of work to vehicles/routes.
- Proactively monitoring vehicles during the day to ensure planned schedules and routes are adhered to, while working effectively with the Greyhound Commercial sales team to continuously monitor service levels.
- Deal effectively with and resolve queries from drivers, customers, and suppliers.
- Where required; communicate with the Greyhound Commercial sales team and/or directly with customers to advise on delivery/collection times.
- Identify and deal with discrepancies around customer address, collection and delivery times, and waste types. Address any delays, issues, or concerns raised by drivers promptly and appropriately.
- Undertake daily driver debriefs to include the following;
 - Daily driver checklists have been fully completed at start of each shift (with comments noted)
 - Review of skip jobs assigned and complete on Eremos schedule management including job details, images, customer signatures (where required by specific customers), and job notes.
 - Review of RCV/REL route sheets, missed bin reports, and unlinked bins.
 - Weighbridge dockets from third party weighbridges (where loads are tipped directly at third party sites).
 - Scanning of QR codes on skips and other collection receptacles.
- Working with the Fleet & Garage Manager; coordinate assigned fleet servicing and maintenance to ensure legal compliance. Ensure legal conformance with tachograph legislation, waste collection legislation, health & safety legislation, and any other relevant legislation.
- Compile data required for calculation of driver and operative bonuses for review with the Operations Manager. Where targets are not being achieved, work with the employee concerned and other business support functions as required to implement remedial action plans.

- Coordinate all HR related activities e.g. holidays, sickness absence, investigations and disciplinaries, etc. Escalate any items requiring management review or intervention where required.
- Provide annual leave cover as required, including dealing with incoming calls.

Role is site-based min 5 days p/week.

Package is commensurate with experience