

## Transport Clerk

### Full Time

### SHARSTON

If you enjoy working in a small team within a busy office environment and have strong communication skills – this role could be perfect for you. You will need to have strong Admin skills and be proficient enough on computers to be able to learn the inhouse programs. Most of your time in this role will be spent on the phone – sometimes having to have difficult conversations with internal departments and external customers. Strong communication skills are a must with a polite and professional approach.

Cardinal Maritime is a growing business and this role will provide any candidate a great opportunity to build a career with strong chances for promotion in the future.

<b>Job Title</b>	Transport Clerk
<b>Location</b>	Cardinal Maritime Harling Road, 3PL - Sharston
<b>Hours</b>	Full time – 37.5 hours per week
<b>Shift Patterns</b>	Mon-Fri 9am-5.30pm (slight flexibility on this should you need to start earlier to finish earlier e.g.)
<b>Rate of Pay</b>	Starting salary of £8.45 per hour (higher than NLW) with opportunity to progress through the pay scale as your role develops.  Overtime may become available at busy times
<b>Summary Description</b>	Cardinal Maritime is a busy import/export business importing goods from overseas suppliers to then be transported to UK businesses for onward distribution.  The Transport team is a small but extremely busy department. It's frontline work which means the department is in constant contact with both the business internally (particularly the Warehouse goods in/out) and with external customers – planning deliveries/ routes/ logistics/ vehicles/ resource and time schedules.
<b>Job Role</b>	Transport Clerk
<b>Responsibilities</b>	Working directly under the Transport Manager, the Transport Clerk will assist in all areas of transport planning.

	<p>General duties will include:</p> <ul style="list-style-type: none"> <li>• Maintaining tachograph records in line with legislation, ensuring that drivers are staying within legal driving hour limits</li> <li>• Organise servicing and repairs to vehicles</li> <li>• Liaise with customers both internally and externally</li> <li>• Verify and input Jobs onto the central system</li> <li>• Other general office admin duties</li> <li>• Update records and produce invoices</li> <li>• Ensure accident forms are completed and dealt with</li> </ul> <p><b>This is a small team and so a willingness to learn and familiarise with all functions of the department so that you're able to assist in all areas will be essential.</b></p>
<p><b>KEY SKILLS</b></p>	<p><b>Transport is a busy department that is often forced to juggle its priorities. There will no doubt be occasions where difficult conversations will be necessary both internally and externally due to job orders being adjusted. A person operating in this role will need to have a confident communication manner and a willingness/ ability to handle difficult conversations with a polite, professional and courteous manner.</b></p> <ul style="list-style-type: none"> <li>✓ Strong communication skills with a good telephone manner (there will be a lot of time being spent on the phone)</li> <li>✓ Strong admin skills</li> <li>✓ Able to use a computer and a willingness to learn inhouse programmes</li> <li>✓ Basic knowledge of Word/Excel (basic)</li> <li>✓ Good organisation skill</li> <li>✓ Strong logical skill</li> <li>✓ Ability to multi-task</li> <li>✓ Problem solving skills</li> <li>✓ Able to work (and enjoy working) as part of a team</li> <li>✓ Driving license desirable (but not essential)</li> </ul>
<p><b>Behavioural Competencies</b></p>	<ul style="list-style-type: none"> <li>✓ Good people skill with a strong ability to communicate both internally and externally</li> <li>✓ Company / Job knowledge</li> <li>✓ Sense of urgency</li> <li>✓ Ability to stay calm</li> <li>✓ Accuracy</li> <li>✓ Thinking logically and methodically</li> <li>✓ Ability to prioritise</li> <li>✓ Teamwork</li> </ul>

**CLOSING DATE: 22<sup>nd</sup> September 2017**

