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| Job title | Admin Assistant |
| Department | Transport |
| Grade | B |
| The purpose of this role is to provide the Transport team with administrative support. You will be responsible for | |
| Key responsibilities | |
| <ul style="list-style-type: none">• Reviewing delivery schedules.• Communication with other departments.• Contacting sales with delivery updates.• Running basic reports.• Record keeping and updating systems.• General office duties such as filing, scanning, sending mail.• Allocation of work to the evening shift.• Daily Routing.• Routing new accounts.• Pick monitor duties.• Organising back haul from suppliers.• Daily communication between drivers and the office.• Defect reporting procedures and filing. | |
| Skills & Experience required | |
| <ul style="list-style-type: none">• Previous office based, administrative experience.• Able to work in a fast-paced environment.• Adaptable and willing to support colleagues across the business in their administrative needs.• Excellent customer service skills.• Basic IT skills, previous experience of using Microsoft (Word and Excel).• Confident speaking to customers via phone and email.• Excellent written English. | |