



TRANSPORT PLANNER
SIGMA 3 HEAD OFFICE LLANTRISANT

Client

Sigma 3 (Kitchens) Ltd – Established in 1975. Sigma 3 (Kitchens) Ltd is a leading manufacturer and retailer of quality kitchens & bedrooms. Sigma 3 has 8 of its own Retail Showrooms across South Wales and England. We serve a large number of independent trade and builder accounts and pride ourselves in a quality product and a quality service.

To strengthen our logistics team we are looking for an enthusiastic, experienced **Transport Planner** with the ambition and self-motivation to support the drive for conformity, compliance and cost effective transport solutions. We are a highly reputable and respected company, and are seeking a talented individual to join our friendly and professional team.

Job Summary/purpose of the role:

- To report to the Logistics Manager
- To effectively route and plan vehicles
- Organise vehicles and drivers to comply with Operator Licencing
- Maintain accurate records for Operator Licencing
- To ensure departmental targets and KPI's are reached
- To ensure that despatches are completed and vehicles are despatched on time in full basis to ensure that Sigma 3 are regarded as the best and most reliable kitchen supplier in the UK

Key responsibilities and duties:

- To ensure that vehicles are routed and planned in a cost effective, efficient way taking into account all legal aspects of Operator Licencing
- Organise driving staff rotas in line with Drivers Hours Regulations and Working Time Directive
- Ensure vehicles are planned to accommodate routine maintenance and MOT's
- Produce loading sheets for Despatch
- Liaise with Despatch on a daily basis
- Report and action any vehicle defects to the appropriate provider
- To deputise for the Logistics Manager in their absence,
- To assist in the roll out of any new procedures and working practices within the Transport function including training requirements
- Deal with queries regarding deliveries from both internal and external stakeholders
- Supervise driving staff including Health and Safety in the area
- Assist with implementing new policies and keeping abreast of transport legislation

Personal attributes:

- Well organised to meet priorities, timescales and deadlines
- The ability to evaluate and predict issues/problems as they/before they arise
- The ability to work flexibly to meet demand and achieve targets
- Adaptable to change, proactive and willing to try new ideas
- Must be quick thinking and reactive to problems
- Must work effectively with colleagues and customers
- An effective and consistent approach to the management of people and departmental objectives
- Good sense of humour

Qualifications and skills:

- Good general education
- IT skills
- Must have a good geographical knowledge of the UK
- A full working knowledge of Drivers Hours and Working Time legislation
- Must have worked in a transport environment as a transport planner previously, preferably within the furniture industry, with multi drop experience
- Full clean driving licence required

Rewards

- ✓ The rare opportunity to work for the largest manufacturer of kitchens in Wales with an enviable reputation for quality and service built over more than 44 years of trading. We have exciting plans to take this well-established business to new levels.
- ✓ This is **NOT** just a job – it's a career development opportunity within an established team and to be a part of Company growth plans.
- ✓ Competitive basic salary; up to £25k depending on relevant knowledge and experience
- ✓ Job security - the staff-retention rate of the company is excellent.
- ✓ 20 days holiday
- ✓ Pension
- ✓ PHI (this is an incapacity benefit)
- ✓ Life insurance
- ✓ A discretionary performance related bonus based on business objectives and Company profitability.

✓ **Closing date for applications is 22nd February 2019**