

### **Job Description: Junior Traffic Planner**

Bacton Transport are one of Suffolk's leading road hauliers. Established in 1932, we are a family-owned business who are an employee and customer focused haulage company who believe in "Going the Extra Mile..." The company has been in continuous family ownership for 90 years and is widely recognised across the industry as a byword for quality, professionalism and people-first approach. Our services and operations cover pallet network in East Anglia and full-load distribution across the UK.

#### **Outline of the job requirements:**

- Assisting the Traffic Planner in planning palletised freight collections and deliveries around the region's road network taking into account priority freight, vehicle load limits and drivers health and safety.
- Schedule appropriate resources to cover customer bookings and liaise with customers, network partners and subcontractors, as necessary, to ensure customer requirements are met in full.
- Managing drivers to ensure compliance with company procedures, health and safety, Drivers Hours, Working Time and Tachograph regulations.

#### **Skills and attributes required:**

- Geographical knowledge of the East Anglia area would be an advantage.
- Problem-solving skills and the ability to adapt plans
- The ability to work under pressure and to meet deadlines
- Customer service and communication skills
- Must be trustworthy and able to work unsupervised
- Self-motivated
- Computer literate with previous experience of Traffic Management Systems would be an advantage

#### **Day-to-day duties include:**

- Planning palletised freight collections/deliveries using bespoke IT system.
- Proactively dealing with drivers' issues
- Communicate effectively internally to ensure best utilisation of vehicles and drivers across all activities
- Assisting operational members of the team with administrative tasks

#### **Entry requirements:**

- Good IT skills
- Experience of working in transport or distribution background is preferable
- Experience in planning/routing preferable
- Must be able to cope with a very fast-paced working environment
- Forklift Trained is an advantage (full training given)

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