



### Job Description – Beauparc

<b>Job Title</b>	Logistics Assistant
<b>Reports to</b>	Fleet Manager UK Bulk Haulage
<b>Business/Function</b>	Commercial Operations
<b>Primary Location</b>	Leeds

#### Background:

To assist Beauparc's transport division in Leeds adding support to the transport management by collating key information and pushing through efficiencies to streamline the groups logistics function

The Transport Administrator/Planner will assist in delivering operations, enhance efficiency, and ensure professional management of key transport-related tasks.

This role will play a crucial part in improving oversight, ensuring financial accuracy, helping to ensure contingency is maintained, finding efficiencies and maintaining a clear operational overview strengthening the business's transport function and future workforce planning.

#### Purpose:

The primary goal of the Transport Administrator is to streamline transport operations, enhance efficiency, and ensure professional management of key transport-related processes. The role will support invoice management, track vehicle utilisation, and improve operational oversight, ultimately helping the business continue to provide the best customer service in a cohesive, structured manner as it develops and grows.

The role will also offer support to the planning of the fleet to ensure efficiency if operational demands are high

#### Key accountabilities:

- Providing administrative support to transport operations.
- Ensuring telephone cover during key meetings and training sessions.
- Assisting in sub-contractor invoice management, including margin details.
- Logging and tracking vehicle bottlenecks to support claims and operational efficiency.
- Overseeing vehicle sales, VORs, and driver availability to maintain a clear operational overview.
- Managing records of vehicle inspections, MOTs, and servicing schedules.
- Liaising with staff to provide information when required
- Assisting with TFS paperwork and booking of loads out of the country
- Help compile wages and holiday bookings
- Booking jobs on to the group weighbridge software
- tracking job turnaround times

**Areas of responsibility:**

- Tracking and logging vehicle movements, downtime, and utilisation.
- Supporting claims and disputes with accurate records of vehicle bottlenecks, times, and registrations.
- Assisting with the processing of subcontractor invoices, ensuring clarity on margins.
- Monitoring and reporting on vehicle maintenance schedules, including inspections and servicing.
- Supporting business operations with clear and professional record-keeping.
- Aiding planning and routing of the vehicles.
- Assisting with any other duties within the scope of the department.
- Problem solving within the company for staff and relevant departments
- Able to communicate effectively at all levels of the business

**Experience and Skills:**

- Strong organisational and administrative skills.
- Experience in transport or logistics administration is advantageous.
- Ability to track and log vehicle movements accurately.
- Familiarity with invoice management and cost tracking.
- Proficiency in Microsoft Office and other relevant software.
- Be able to understand and manipulate data to find improvement metrics
- High level of IT literacy
- Strong attention to detail and ability to work proactively and self-manage.

**Qualifications and Knowledge:**

- A good working knowledge of transport and logistics operations.
- An understanding of vehicle maintenance schedules, invoicing processes, and regulatory documentation and legal requirements.
- The ability to adapt to a fast-paced work environment and provide structured support.
- Professional CPC would be advantageous, will be offered as training if not

### Leadership Competencies:

*The level should be chosen around the importance of the individual competency to the role...*

*Scoring guidelines: Very important (4), important (3), desirable (2) and not required (1).*

*These are generic competencies that are required for most leadership roles, rather than being specific ones for Beauparc as a business.*

### Leading the Organisation:

	1	2	3	4
Solving Problems and Making Decisions			x	
Managing Politics and Influencing Others			x	
Setting Vision and Strategy		x		
Managing Change		x		
Understanding Risks and Innovating		x		

### Leading Yourself:

	1	2	3	4
Displays drive and purpose to succeed			x	
Effective self-awareness			x	
Leads by example			x	
Understand development needs			x	
Demonstrates ethics and integrity				x

### Leading Others:

	1	2	3	4
Communicates in an engaging manner			x	
Values diversity and inclusivity				x
Builds and maintains effective relationships			x	
Leads a team through engagement and trust		x		
Drives performance through involvement			x	

*Beauparc aims to attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside.*

*(DE&I Policy Statement)*