

Logistics Planner

Tamworth

Greenergy is a privately owned company with a global supply chain responsible for both production and distribution of biodiesel and road fuel across the UK. We sell around 200 million litres of fuel every week to customers including major oil companies and supermarkets.

Located at our Tamworth office, the Logistics Planner will coordinate and ensure operational implementation of fuel deliveries in line with all safety, legal and contractual obligations, whilst maintaining exceptional customer service and support to all other operational areas.

Main duties - Logistics Planner (Fuel)

Required to work a 4 on 4 off pattern, where each shift is a maximum 12 hrs.

Main Duties:

- » To establish and develop good working relationships with all company contacts, including Transport Ops, Drivers, Customer Care Team, and third party contractors.
- » To implement scheduling plans through management of resource in real time and ensure that all critical deliveries are completed through rescheduling where required.
- » To manage all driver operational / delivery queries in a timely and professional manner.
- » Fuel ordering as per loading requirements.
- » Provide support to Transport Managers ensuring sufficient vehicles is available.
- » Develop and maintain strong working relations with all maintenance providers to minimise vehicle down time.
- » Produce all required handover and service level reporting.
- » Provide support to all customers outside of Customer Care working hours.

- » Update of all company systems.
- » To operate and gain competence on the VISIT scheduling system;
- » To communicate with the Greenergy Customer Service Team to maximise commercial vehicle utilization
- » Ensure contractors and hauliers understand and are able to deliver the schedules identified.
- » Consistently monitor haulier performance closely to ensure deliveries are made in line with agreements

Person Specification:

- » Proven ability of working in an order and dispatch environment that is customer service focused, together with experience of vehicle scheduling
- » Must be IT literate to an intermediate standard (Excel, Word, Outlook)
- » Must be confident on the phone and have excellent communication skills
- » Good eye for detail
- » Excellent team player
- » Sound UK geographical knowledge
- » Be prepared to work on a 4 on 4 off shift pattern which will include weekend and Bank Holiday working

To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience.

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for this role.

If you should have any queries regarding this position please call Debbie Rees 01827 302298

Strictly No Agencies