



## JOB SPECIFICATION

The Parkside Group Limited, based in Mitcham, Surrey are currently seeking to recruit a:-

### Job Title – Junior Transport Administrator

### Reporting To – Sales Office Manager

### Salary – TBC

### Role Description:

- Primarily responsible for the organisation of all deliveries within the Transport Department.
- To organise the Daily / Weekly delivery run schedule for each Driver / vehicle.
- To liaise closely with the Sales Office / Warehouse Staff / Drivers with regards to prepping/loading of vehicles on a daily basis.
- To ensure that all paperwork is prepared and ready for all items due to be despatched.
- Primarily responsible for managing the courier dispatch within the Transport Department.
- To record and maintain records of delivery runs.
- To maintain adequate records relating to all Drivers (to include Tachograph records for HGV drivers)
- To maintain adequate records relating to all vehicles .
- Various other administrative roles as defined by the Sales Office Manager

To work with the Sales Office Team assisting and contributing all aspects of the daily process, such as;

- Assisting in the administration of collection note procedure.
- Assisting in the administration of Sales orders.
- Communicate with customers regarding order queries.
- Assisting in generating Quotes/Proformas.
- Meet key performance objectives / key performance Indicators as defined by Sales Office Manager

We pride ourselves in giving excellent Customers service, in terms of delivery and performance, we are looking for the right person to add value to this process by ensuring our goods are delivered in a timely and efficient manner.

The Parkside Group Ltd,

Unit 5, The Willow Centre, 17 Willow Lane, Mitcham, Surrey, CR4 4NX. T: +44(0)20 8685 9685 F: +44(0)20 8646 5096

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Company Registration Number: 921619



## **Scope:**

Ensure all procedures are met within the job specification

To provide support and assistance to the Sales Office Manager

## **Key Performance Indicators:**

Accurate recording of data

Good communication skills

On time in full delivery performance

Competence in using the Sage software program

## **Key Performance Objectives:**

Understanding of all Transport / Sales Office procedures

Achieve high levels of customer satisfaction with regard to Parkside delivery performance

Ability to communicate clearly and effectively to staff of all levels

Have a flexible approach to job role and responsibilities

Understand the needs and requirements for Customers / other departments in relation to job role

Ability to adapt and change to facilitate an ever changing environment

Integration into Sales Office team environment

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