

Hörmann (UK) Ltd
Doors for Home and Industry

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Operations Administrator/Planner

We are wishing to recruit within the Operations Department to join our busy and existing team whereby you will be:

The Role

The Operations Administrator / Planner will conduct day-to-day transport planning within the Operation Administration department. Planning the daily transportation of goods ready for onward delivery to our UK customer base, in the most cost effective and most efficient manner. They will ensure that a high level of service is maintained for both internal and external customers, that the department reaches its targets and KPI information is maintained, all without compromising customer lead times and service.

They will work closely with the Logistics & Warehouse Manager, Logistics & Warehouse Supervisor and other members of the Operations Administration department, ensuring all aspects of the administrative duties are completed on a daily basis.

The Candidate

- Be able to communicate with multiple relationships at different levels both verbally and written.
- Possess a good understanding of all relevant legal compliance and fleet controls and undertake training where required.
- Be able to operate effectively in a high volume service driven transport operation.
- Demonstrate an understanding of Budgets and Financial controls.
- Demonstrate a good understanding of transport operational systems.
- Have strong analytical skills.
- Demonstrate good problem solving and prioritising skills.
- Be able to demonstrate sound people management skills.

The Benefits

- Full time position
- Competitive pension package after qualifying period.
- Standard hours of 8am to 4.30pm Monday to Friday 8am to 4pm Friday.
- Free car parking on a first come first served basis.
- Up to 25 days holiday pro-rata
- Canteen facilities with cold drink & snack vending, microwave and fridges.

If you think you are up to the challenge to join our Operations Department, and contribute to the growing business, please email s.dixon.lei@hormann.co.uk with your CV and a covering letter.