



LCLM4005

Employability and Career Development

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Job Advert

Mark Savill Transport Ltd.

Mark Savill Transport Ltd



Transport Coordinator / Manager

Ashford, Kent, South East England, England

 Easy Apply



Is your resume a good match?

Use AI to find out how well the skills on your resume fit this job description.

 Get insights

Job Title: Transportation Coordinator / Manager

Overview:

Here at MST no two days are the same in our fast paced, ever changeable world! We welcome every challenge with energy, passion and expertise. As a relatively young and dynamic company we are growing rapidly; driven by a wealth of experience in the transport industry and our can do attitude.

We are currently seeking a Transport Coordinator / Manager with excellent organisational skills and strength of character to join our team. Attention to detail, an understanding of the transport industry, knowledge of driver and vehicle legislation, experience dealing with garages in respect of vehicle maintenance, strong IT skills and exceptional customer service are all required together with flexibility and the ability to work under pressure.

Responsibilities:

- Respond promptly to customer enquiries, provide quotations and record bookings.
- Produce accurate job sheets with associated paperwork.
- Work as part of the Transport Office team to coordinate, route and plan 35+ vehicles to ensure correct vehicles/drivers are allocated and collection/delivery schedules are met.
- Communicate clearly and effectively with drivers, colleagues, suppliers and customers.
- Support brief-out and de-brief of drivers.
- Collect, collate and send proof of delivery documents, ensure waiting time and other additional costs are captured and advised in a timely manner.
- Investigate and report upon vehicle incidents and accidents and oversee compliance dashboard (i.e. tachograph downloads, infringements reports).
- Vehicle preparation, coordination with garages to schedule regular servicing and repairs to vehicles, maintain vehicle files.
- Office management tasks including maintenance of records and documentation.

Key Skills:

- Outstanding organisational skills with an eye for detail.
- Excellent verbal and written communication, ability to liaise at all levels.
- Team player prepared to support colleagues and accept constructive criticism in a busy environment.
- Proficiency in Microsoft Office applications including Word, Outlook, and Excel
- Knowledge of Drivers Hours and Vehicle compliance.

If you are an enthusiastic, detail-oriented individual with a passion for logistics and customer service, we invite you to apply for the Transport Coordinator / Manager position.

Job Types: Full-time, Permanent

Pay: Up to £40,000.00 per year

Benefits:

- Company pension
- Free parking
- On-site parking

Work Location: In person

Curriculum Vitae

SAVERAGE ACKERSON

07459-805-138

PROFESSIONAL PROFILE

Very well-trained and safety-conscious transport worker with a full range of operations experience as a PCV driver with major national companies. Has detailed practical experience in depot operations, driver realities and transport compliance. Currently trying to use great organisational skills and an active attitude to become a Transport Coordinator/Manager with an emphasis on effective planning.

CORE COMPETENCIES

Transport Operations & Compliance

Driver CPC & Tachograph Regulations

Risk Assessment & Safety Management

Customer & Client Service Excellence

Route Planning & Logistics Awareness

Clear Communication & Team Briefing

Problem-Solving Under Pressure

Vehicle Maintenance Coordination

PROFESSIONAL EXPERIENCE

PCV Bus Driver | Instol (via Integrated Solution) | Various Locations | 2023 – 2024

The compliance with the schedules and safety standards was high and the supplied services in major operators, including Go North West, Stagecoach, and Arriva were maintained.

Scheduled checking of all cars at the start of the work shift and reports of all faults to the maintenance teams in order to avoid the vehicle being counted as down as minimally possible.

Providing frontline customer care, solving of travel issues and responding to the enquiries, enhancing passenger satisfaction.

There was a hundred percent compliance with the Drivers Hours and DVLA laws as a result of a stringent implementation of the digital tachographs.

PCV Bus Driver | Diamond Bus Limited | Birmingham | 2017 – 2022

Flown every type of route, and capable of switching to new schedules and road patterns with haste.

Quality depot operations that were ensured by ensuring that all the necessary paperwork and incident reports had been done correctly.

Fact-established flexibility and reliability, work in other shift pattern as the part of the large working team.

PCV Bus Driver | National Express / Mike de Courcy Travel Ltd | Birmingham | 2019 – 2020

Gained experience in longer-distance and coach operations, understanding different service planning demands.

PROFESSIONAL DEVELOPMENT & QUALIFICATIONS

Licences & Certifications

Full UK Driving Licence: Categories B, BE, CE, DE

Driver Certificate of Professional Competence (CPC) | Driver Qualification Card (DQC)

First Aid at Work & CPR/AED Certified (Regularly renewed)

Forklift Operator Licence

Key CPC Module Completions

Customer Service, Diversity & Disability Awareness

Driver Health, Safety & Wellbeing

Driver Induction & Accident Procedure

Education

General Certificate of Education (A-Level Equivalent) | Accra Workers College

Business Management, Economics, Government

Tailored Cover Letter

Mark Savill Transport Ltd

Ashford, Kent

Subject: Application for Transport Coordinator / Manager Position

Dear Hiring Manager,

I am excited to apply to the advertised post of Transport Coordinator / Manager at Mark Savill Transport Ltd. Being a representative of a long-term experience in the PCV industry of the largest companies in the country, and possessing a properly formed vision of the transport business, as a driver, and a manager, it is time to take the next step and join the coordination and management team. The hands-on experience that I have acquired has provided me with an insight, resilience and compliance focus, which is required to make you successful in your busy and dynamic world.

You need a person in your ad with good organisational skills, transport legislation experience and customer service. I have managed to use these attributes in my current and previous jobs. Being highly compliant to the Drivers Hours and vehicle compliance regulations have been imposed on me by my day to day responsibilities. Moreover, the fact that my Customer Service, Diversity, and Disability Awareness modules of the Driver CPC, combined with my First Aid certificate, and I state that I am committed to providing safety, being a professional, and delivering the best services, which I state are at the core of MST.

The best part of this opportunity is that I have a chance to use my experience in operations in order to organise, plan and optimise the operations of transport. I understand how tense motorists may get and how the path taken and effective communication can be worthwhile, which I am eager to implement with the help of office-based prism. In my opinion, my communication skills and my active approach in the problem-solving strategy, coupled with my desire to help the team accomplish its objectives, would make me a worthy contributor to your successful business.

I am particularly attracted by the can do spirit that MST has and I am ready to bring my energy, passion and special attitude towards operations in your team. I am grateful

of your attention of this application. My resume is enclosed with this letter and I am hoping that I could have a chance to convince you about how my skills and experience can help in seeking more success of the Mark Savill Transport Ltd.

Yours sincerely,

Saverage Ackerson