

## **TRANSPORT PLANNING MANAGER – WARRINGTON – 40HOURS/PW**

An exciting opportunity has arisen for a full-time Transport Planning Manager to join our Transport team. Secured Mail has a fantastic, friendly culture that thrives on teamwork, and we offer great benefits such as free uniform, free on-site parking, increasing holidays in line with service, quarterly bonus potential and access to Perkbox.co.uk giving you; money off at major retailers, restaurants & cinemas and discounted gym memberships. In addition you could also have access to our Company Pension Scheme & other salary sacrifice initiatives, but most importantly the chance to work for one of the largest technology enabled e-commerce and postal logistics businesses in UK!!

In return, all we ask is for someone who really takes pride in their work, is motivated & organised with high levels of accuracy & a keen eye for detail! You should be a team player with a diligent work ethic, and the confidence & tenacity to hit the ground running.

### **WHO IS SECURED MAIL?**

Originally a letter delivery business, Secured Mail has an outstanding track record for growth, taking turnover from zero to over £80 million in the last ten years since it was established. We have also been ranked several times in the 'The North West's Fastest Growing Company' report and The Insider's 'Growth 100 Report' as well as successful inclusion in the Sunday Times Fast Track 100. As such, we are now proud to be part of The Delivery Group. We have successfully diversified into the rapidly growing economy parcels market, capitalising on the boom in online shopping.

The Delivery Group is a successful player in the Logistics and Express services through expansion and our investment in people strategy, we are delighted to be recruiting for a Transport Planning Manager.

### **JOB OVERVIEW:**

To support continued growth and future planned expansion, the business has identified the need to enhance its Transport Planning Team. The Transport Planning Manager will contribute to the optimisation of the customer service experience, and cost in operating its mixed fleet of 85+ articulated and rigid vehicles, from several UK locations over the North and South of the country.

We are seeking a full time Transport Planning Manager to join our Transport team based at our Warrington Hub on permanent basis. The hours of work are 40 hours per week. It is essential that the candidate is flexible to work outside of the normal core hours when required.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for the planning team and the end to end process of customer order, acceptance and volume forecasts.
- Responsible for the production of an optimised daily collection and delivery schedule, for the national transport fleet, and the creation of management information on the planning efficiency.
- Possess effective communication of this dynamic plan, both internally, to the transport teams at the operating centres, and to customer service teams.
- Operating to well-defined KPI's and budget targets.
- Ability to review the actual performance of any schedule on a daily and weekly basis in order that performance trends and service statistics can be analysed to drive continuous improvement.
- Manage a small team of existing planners and fleet administration staff.

- Ability to develop the breadth of skills within the team to provide consistency of service and schedule continuity.
- Maintain up-to-date knowledge and understanding of all developments in Transport legislation.
- Work very closely with the Transport Director to optimise fleet mix, driver shift patterns and transport work profiles.
- Work closely with the Sortation Director to fully integrate warehouse operations within the planning process

### **DESIRABLE SKILLS**

- Have proven experience in the use of DPS Logix or an equivalent comprehensive transport scheduling tool such as Paragon
- Be experienced and highly capable in the use of standard Microsoft PC packages, demonstrating the ability to create and maintain spreadsheets/databases enabling performance management and regular reviews of costs, service and quality standards
- Be highly analytical and cost/service focussed
- Have experience of either personally planning a sizeable (multi-million £) operational, transport budget or working at a senior level within a team that has such responsibilities
- Ideally be a CPC holder (National Transport)
- Be familiar working to challenging, contractual KPI standards and reporting performance against such targets
- Be familiar with the production and communication of key management information indices
- Possess excellent verbal and written communication skills
- Be able to demonstrate the ability to motivate and lead a team to achieve joint objectives

*This list is not exhaustive and more may be added as other areas of need are identified.*

Full training will be provided during induction and further training will be given throughout the course of your employment, to assist in progressing your career with us.

### **WHO WE ARE LOOKING FOR...**

Due to the fast-paced nature of this role, you will need to be able to hit the ground running. We are looking for someone who has a transport planning experience, possessing good data entry & administration experience ideally gained within a logistics environment. You must be willing to use your initiative to get the job done, be a self-starter with a 'can do' approach with the ability to multi task as well as being a team player. You will be a confident user of IT systems. Moreover, strong written and verbal communication skills are essential. You will need to understand quickly the commercial and operational issues and barriers we face, convert ideas into measurable actions which everyone understands and subsequently ensure these actions are deployed and supported by all.

*This role would suit a; Logistics and Distribution manager, Transport Supervisor, Senior Transport Planner, Transport Planning Manager, Deputy Transport Planning Manager, Senior Transport Co-ordinator, Planning Manager, Senior Transport Analyst, Transport Planning Analyst*

To apply for this role, send your CV to [careers@securedmail.co.uk](mailto:careers@securedmail.co.uk)