

**ALAN R JONES & SONS LTD**  
**JOB DESCRIPTION**  
**NIGHT TRAFFIC PLANNER ASSISTANT**

Reports to: General Manager

Liaises with: Night Traffic Planner, General Manager and Drivers

1. MAIN PURPOSE OF THE JOB

To provide support to the Night Traffic Planner and take on responsibilities of the Night Traffic Planner in their absence.

2. DUTIES AND RESPONSIBILITIES

- 1) Receive internal and external telephone calls and deal with them efficiently and courteously.
- 2) Download delivery paperwork as required from Contrado and Stirling as soon as possible as workload allows.
- 3) Efficiently route outgoing consignments ensuring that delivery service levels and timed calls are achieved while ensuring driving laws are not broken.
- 4) Efficiently allocate goods for collection ensuring that collections are given to the nearest/most suitable vehicle to the collection point.
- 5) Liaise with General Manager where necessary and to obtain clarity on procedural matters on any issues relating to the ability to route all consignments out.
- 6) Liaise with Workshop Team regarding any vehicle faults that need reporting including blowouts/vehicle/trunk breakdowns.
- 7) Communicate with customers, drivers and other Palletline depots about delivery/collection queries by phone/email or face to face.
- 8) Keep accurate and up-to-date records of all work completed, including all relevant reports and KPIs on Stirling/Contrado.
- 9) Record loads out and loads back, generating driver run sheets on Stirling.
- 10) Ensure any driver sickness is reported to Night Traffic Planner (or another senior member of staff) and routes covered.

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11) Load and unload trunk vehicles as required.

12) Load delivery vehicles as required.

13) Make deliveries or drive the company van when needed.

14) To observe and comply with the Company Health and Safety Policy at all times.

15) The performance of such other services and tasks as are consistent with Company Policy.

**3. DESIRABLE QUALIFICATIONS AND EXPERIENCE**

Sound general education.

Experienced in Fleet Operations.

Ability to work to strict deadlines.

Good geographical knowledge.

Knowledge of EU Drivers Hours regulations laws

Knowledge of statutory requirements for loading of vehicles

Good computer literacy.

Good knowledge of various Traffic Operating systems.

Fork lift license is an advantage but not essential.

HGV license is an advantage (see point 13 above).

Able to work alone in the absence of the Night Traffic Planner.