



### **Transport and Logistics Controller Job description:**

#### **The Role:**

- Monitor operational costs (Maintenance/Fuel/Hire) and present data on a weekly and monthly basis
- Monitoring and managing vehicle GPS tracking system and generate detailed KPI reports
- Enforcing Working Time Directive regulations amongst all staff particularly drivers, addressing all non-conformance
- Managing all elements of tachograph compliance (including collections and dealing with infringements)
- Overseeing the management of absences and holidays for all drivers
- Planning and managing depot payroll, including the projection of weekly manning levels, booking external haulage, authorising overtime
- Ensuring that all personnel files are up to date incorporating licence validation, personal details, completed training etc.
- Monitor vehicle maintenance records and oversee vehicle maintenance costs
- Ensuring that all training needs are met for drivers and depot staff including inductions, re-training and annual appraisals
- Co-coordinating the vehicle and trailer maintenance programme, including servicing, MOTs, Vehicles Off Road, weekly cab checks and maintaining all records
- Managing the company process following accidents and incidents including the completion of relevant systems
- Ensuring all depot daily checks are completed and recorded on the central system including lorries and trailers,
- Completing weekly KPI reports and following up on poor performance

**The Ideal Candidate:**

- Will have a previous experience in a supervisory position in transport and logistics,
- Will be the ideal candidate will demonstrate strong relationships with great leadership qualities,
- Will have a high level of computer literacy,

The position will suit a self-motivated, punctual and methodical person who can demonstrate power solving skills

**Location:** O'Callaghan Mills, Co. Clare

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**(closing date:** 20<sup>th</sup> of September)