

Role Profile

Job Title: Transport Administrator
Department: Transport
Reports To: Transport Manager
Ref: Ref-160, V3 – 16 June 2021

Role Overview

Reporting to the Transport Manager the successful candidate will be responsible for booking transport requirements for the MM group in Ireland and UK this includes grower collections. The successful candidate will work shifts and will form part of a rota to cover weekends.

Main Duties

- Ensure customer deliveries are met in full
- Ensure trailers are full both on collections into Packhouse and deliveries to customer
- General administration to support the department

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Have excellent computer skills
- Be an effective communicator
- Be adept at working effectively under pressure and to tight deadlines
- Be a team player
- Attention to detail – a focus on accuracy is essential

Experience and Qualifications

- 2 years previous experience within a transport role
- Reasonable level of English both spoken and written
- Good with numbers and a high level of accuracy

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ **Date** _____