

Role Profile

Job Title: Transport Coordinator
Department: Transport
Reports To: Transport Manager
Ref: Ref-161, V2 – 18 June 2021

Role Overview

Under the direction of the Transport Manager the Transport Coordinator will provide logistics and planning to support the supply chain team.

Main Duties

The Transport Coordinator will be responsible for:

- Transport planning of all orders to all major retailers from Monaghan sites in Ireland/UK
- Liaising with trading/production to implement a transport plan
- Collection driver daily planning within Ireland
- Planning of driver rota/working shift patterns etc.
- Planning of crate/packaging loads to various Monaghan sites
- Monitor deliveries throughout Ireland/UK – liaising with sites to ensure prompt despatch and liaise with hauliers to track deliveries
- Liaising with hauliers to update loads/delivery timings
- Maintain KPI's on downtime/efficiency

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
- UK/Ireland Geographical knowledge essential
- Flexibility as weekend work required

Experience and Qualifications

- A minimum of 2 years of relevant experience in transport
- Experience in the food production would be beneficial

Other Significant Role Requirements:

- Motivator / team leader
- Good verbal and written communication skills
- Strong attention to detail

- Self-organized, reliable, flexible and results-oriented working style
- Hands on

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