

Position:	Transport Administrator
Location:	Golborne
Position Type:	Mon - Fri (7.30am – 4.00pm)
Salary:	£19,000.00

Company Overview: WBS are a market leader of the technical development, supply of external wall insulation systems, through-colour renders and decorative coatings.

Summary of the Role:

Our ideal candidate will have strong transport planning skills and be able to carry out operational and administrative work. They will co-operate closely with our customers and sales team, displaying excellent communication skills, to ensure that all transport-related requirements are fully met. The key skill areas are efficient planning, accurate data entry, record-keeping and reporting. You will also need the ability to deal with a variety of work challenges in a busy, fast moving department, often working unsupervised. You must be confident and assertive with good interpersonal skills and be able to work under pressure and prioritise work, reacting to issues as they happen.

Essential: The successful individual will:

- Have appropriate logistics/planning experience.
- Demonstrate a high level of attention to detail and organisational skills.
- Be proficient in IT, particularly Microsoft Office - Outlook and Excel.
- Have achieved a GCSE (or equivalent) Grade C or above in Maths and English.
- Be a team player who is able to work to individual and shared deadlines.
- Have strong communication and interpersonal skills, and the ability to build effective working relationships.
- Have a confident and friendly telephone manner and be able to liaise with people at all levels of our organisation.

Desirable: The successful individual will:

- Have working knowledge of UK geography.
- Have experience of working in the transport industry and transport planning.

Wetherby Building Systems Ltd

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