

Job Description

Position – Transport Assistant

Reporting to – Transport Manager

Outline of Job requirements

As a Transport Assistant for Bolt and Nut Manufacturing you will be supporting the smooth running of our busy Transport department. You will support your manager and the wider department by carrying out daily tasks and by coordinating internal and external communications with Drivers, Warehouse staff, Sales and Certification. You will also be responsible for maintaining accurate data and reports.

Duties to include but not limited to;

- PO Entry – Recording Transportation Costs
- Recording Weights, Origins and HS codes of Our Products
- Creating applications on Chamber portal
- Booking Carriers
- Record on time delivery percentages
- Expediting – Chasing the relevant departments to ensure the jobs leave on time
- Answering phone and dealing with queries
- Collating shipping documentation, raising shipping labels, Packing Lists and Consolidated invoices
- Vendor Questionnaires
- Interacting with drivers
- Completing Customer Vendor Questionnaires
- Ensure one's own safety and that of others.
- Cooperate with employer on OH&S training and guidance.
- Do not interfere or misuse anything provided in the interest of health & safety.
- Follow any Health & safety instructions given.
- Ensure PPE is worn when required.
- Report any accident, near miss, hazard, defect or ill health immediately to employer.

Essential Requirements

Experience in MS Packages

Good general knowledge of computer skills

Good level of education

Preferred Requirements

A good knowledge of threaded fasteners and materials highly preferred.

Hours of Work,

8.00am to 5.00pm Monday to Friday, Overtime when required.

Salary

Negotiable depending on experience.