

Job Description

Transport Administrator

Job Summary:

To support the Transport Management Team by undertaking the administration within the Transport Department at Norwich and Newmarket depot. To provide an efficient transport operation which meets the needs of our customers, by providing a reliable service, using all available resource to minimise cost and maximise profit with in legal regulatory guidelines. To ensure that the departments documentation is always up to date and audit compliant.

Key Accountabilities

- Completion of weekly rotas
- Complete Reports contributing to the KPI 's within Transport
- Maintain accurate staff and van listings
- Maintain records of drivers hours, including sending details of casual hours for payroll
- Maintain vehicle condition reports and mileage details
- Manage fuel usage for bunkered fuel and for fuel card use
- Office filing and POD requests for credit claims
- CDF10 Form matching and scanning back for compliance
- Uniform Ordering
- Assist with Transport invoicing, sorting and filing
- Any other reasonable related tasks

Regulatory and Legal

- Ensure compliance in conjunction with the Group Safety, Environment and Quality management System. Ensuring compliance with Health and Safety guidelines, and Good Distribution Practice policies and regulatory requirements.

Quality and GDP

- Understand the principles and requirements of Goods Distribution Practice for Pharmaceutical distribution and ensure all duties are carried out to demonstrate compliance.
- An understanding and follow the company Quality Management System, and ISO 9001 procedures.