



## Haulage Co-ordinator – Balbriggan

We wish to recruit a Haulage Co-ordinator to join our Balbriggan Branch to plan and control delivery schedules of products to our customers at the agreed time. This is an excellent opportunity for the right candidate to develop their skills and experience within our industry. You will play a vital role in our continued success, providing excellent customer service.

### **This role will include:**

- Managing the day to day running of haulage in the branch
- Coordinating and scheduling multi drop deliveries for the four lorries in the branch
- Meet our customer requirements for the safe and efficient transport of their goods according to operating procedures and statutory requirements
- To manage the receipt of goods from suppliers, ensuring that goods are checked
- Completion of all required documentation/administration procedures
- Downloading Digital Tachographs for drivers
- Experience of working in a fast-paced environment

### **Criteria**

- Previous relevant experience of working in a transport/logistics/warehousing operation
- Excellent Planning and Organisational Skills and be able to think logically
- Experience of working under pressure in a customer facing environment to give a high standard of customer service, resolving any issues as required
- Excellent Communication skills both verbal and written
- Must be IT literate and demonstrate knowledge of Microsoft Office
- Working knowledge of Digital Tachographs and transport legislation
- Good geographical knowledge of area
- Good general knowledge of building/timber materials or willingness to learn

### **Benefits**

- Access to Company Pension Scheme
- Competitive Rate of Pay
- Staff Training
- Staff Discount
- Long Service Leave and Recognition

**Closing date: Friday 28<sup>th</sup> June 2024**

To apply please:  
Email CV to: [MRice@mbm.ie](mailto:MRice@mbm.ie)

[Download application form](#) from [www.murdocksbuildersmerchants.com](http://www.murdocksbuildersmerchants.com)

Murdock Builders Merchants is an Equal Opportunities Employer and welcomes applications from all sections of the Community.

