

EMR is a global leader in metal recycling employing 4500 staff across 170 locations around the world. We have an unrivalled logistics capability, underpinned by a vast fleet of dedicated vehicles and advanced computer planning/ tracking systems. Our busy Transport division is high profile and a varied working environment which is pivotal to the success of our business.

Transport Co-ordinator:

This is an ideal opportunity to start your career in Transport & Logistics. We are looking to recruit extra resource to the Transport team based at Swindon, where you will provide essential assistance to a very busy department. In the short term, focus will be on Administration responsibilities, supporting the Supervisors and Planners who manage EMR's Logistics operation for the South Coast. As your knowledge of the business increases we will also support your development in to a Transport Planner position and provide training so you can undertake the HGV Class 2 driving course.

As a Co-ordinator you will help ensure that requests for transport service are captured, recorded accurately and responded to in line with the previously agreed internal or external customer requirements. You will manage queries from Drivers, Internal Depots and Customers, ensuring requests and information are processed efficiently.

Working Hours: 7am – 5pm

Regular Saturday morning cover will be required on a rota basis.

The Person Spec:

You will be an exceptional organiser and communicator, ideally with previous experience in Administration or Transport. The ideal candidate can prioritise and make decisions quickly, as well as being a good people person, capable of managing customers, drivers and internal staff.

It is essential all our Transport staff are safety conscious and have a good appreciation/ awareness of our unique working environment. Applicants should be customer focused and good communicators. Our transport requirements vary from day to day and no job is the same; so if you enjoy working in a thriving environment with a market leader, then please get in touch.

Application:

Please apply to recruitment@emrgroup.com with an up to date CV and details of your current salary. Alternatively an application form can be requested by contacting the same Email address.

Our employees have helped build the organisation into the world leading recycling company it is today.