

# job description



<b>Position title</b>	Distribution Planner
<b>Date</b>	July 2023
<b>Line Manager title</b>	Senior Distribution Operations Manager
<b>Grade</b>	11

## Purpose

To plan and organize the efficient and effective delivery of haulage services to internal & external customers.

To support the Distribution Team in delivering their transport strategy of giving our Customers the right vehicle type, at the right time and at the lowest possible cost enabling SUEZ to better compete and deliver on growth ambitions

## Key responsibilities

- To coordinate and plan project activities within the team working with other project stakeholders to deliver agreed changes to ways of working
- To research, identify and implement changes and improvements to the distribution systems and processes.
- To advise/train and assist other stakeholders in relation to distribution systems and processes
- To engage with other stakeholders (Vendors and Customers in the main) to promote the benefits of the TMS system
- To assist with ensuring the optimum integrity of data within TMS and related systems
- To support Distribution related SPOT 2023 taskforces
- To coach and mentor team members/colleagues/vendors to ensure they are able to maximise their potential and contribution to the achievement of business targets
- Extract accurate data from systems and utilise this to build and distribute relevant reporting
- Lead by example and ensure regular and open communication with all stakeholders to keep them updated on business developments

- Work closely with stakeholders to formulate and implement short, medium and long term plans.
- To provide cover for the team when and where required.
- Support the team on phase two and any future projects of the TMS roll out, identifying opportunities and change that will benefit the business.

## Skills

- To communicate effectively and efficiently with all stakeholders both internal and external
- To use knowledge of distribution operations to optimise the benefits of the TMS system and distribution processes
- To build strong, professional relationships with customers and suppliers identifying their needs and implementing procedures to meet their requirements
- To have a proactive approach to and proven track record of problem solving
- Set and monitor progress towards the achievement of objectives and targets which support our customers and business needs
- Be able to work calmly under pressure and identify solutions to issues that may arise
- Be inquisitive and investigative in your approach to problem solving and challenge the status quo where necessary
- Have a drive to deliver excellence and see tasks through to the end while maintaining focus throughout.
- Be able to win over sceptical stakeholders by using accurate data and effective, factual communication
- Contribute to working in an engaged workforce

## Behaviours

- To engage professionally and promote the TMS system where and when required
- To support the distribution management team with tasks and projects with enthusiasm and drive
- To show leadership when required and manage tasks and individuals effectively
- Must have a keen eye for detail and a continuous improvement mindset approaching problems/opportunities with a holistic approach
- To be responsible/accountable for their actions with a strong cost control mentality
- Ensure delivery of outstanding customer service and strive to constantly exceed expectations

- Ensure that a focus is kept on company strategy, evolving business growth and development to ensure distribution stay ahead of the curve
- Ensure that all project administrative tasks associated with the role are completed, retained on file and shared where appropriate.
- To field telephone enquiries and manage internal and external communications effectively, referring complaints or queries to the Senior Operations Manager where necessary.
- To Keep up to date with relevant industry legislation, regulations and internal compliance requirements continuously looking at self improvement.

## Knowledge

- The candidate should have the following:
- A knowledge of the waste industry
- An excellent knowledge of distribution and logistics operations
- An in depth knowledge of the Steadtler TMS system and MM
- Financial awareness
- Strong communication skills
- Previous supervisory experience
- An excellent knowledge of Microsoft Office
- Strong attention to detail
- A proven track record of problem solving
- A proven history of persuading/influencing other stakeholders

## Specific candidate requirements

- Fluent in MS office applications
- Must have a Transport Operations CPC (National and International)

## Qualifications

- Transport Operations CPC (National and International)

**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.