Business Projects Coordinator

UCH Logistics is a dynamic, customer focused provider of specialist transport services to the airfreight industry. Established in 2000, we have built a reputation for offering reliable, time-sensitive and next day transport services across the UK.

In order to support the core management functions of the business, this site-based role involves carrying out project related tasks to help facilitate change in an ever-evolving business environment. This is a varied role with a wide remit involving supporting quality assurance across the group by monitoring performance, as well as involvement in creative copywriting for the Company's customer focused communications including overseeing our Social Media platforms.

The successful candidate will likely have the following skills and experience:

- Highly numerate and literate with an eye for detail.
- Commercial awareness with an interest in and/or understanding of the freight movement industry.
- Clear communicator with creative copywriting skills.
- Highly organised with the ability to independently manage tasks.
- Strong analytical thinker with the ability to problem solve.
- Ability to work independently and with cross-functional teams.
- Computer literate with proficiency in Excel and Word.
- Degree or equivalent in Business Management/Computing/Information Systems would be advantageous (but is not a vital requirement for the right candidate).
- An understanding of UML/process engineering (process mapping and
- optimisation) would be advantageous.
- Potential to handle the Company's social media platforms.

In return we offer:

- A salary of between £26,000 and £29,000 pa depending on skills and experience
- 20 days holiday (rising to 22 after 2 years) plus 8 public holidays
- Workplace Pension Scheme
- Free on-site parking
- On the job training with potential for formal qualification

This is an office-based role at Colnbrook, near Heathrow and travel between local sites may occasionally be required.

In line with industry regulations, your Right to Work in the UK will be verified at or before interview and detailed 5-year referencing is required.

HR/March 2022