



www.uchlogistics.co.uk

SENIOR OPERATIONS 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 deliveries throughout the UK.

Reporting to the Operations Manager in the busy hub of our successful and growing organisation, we are looking for a highly experienced Senior Operations Coordinator to join our hardworking, professional Transport & Operations Team. The team provides a vital role in being the key point of contact between our agents, drivers and customers in order to ensure our daily goals are met in an efficient and effective manner whilst providing a highly professional service level.

The successful candidate will have extensive experience in all aspects of transport and freight movement from vehicle load specifications, route planning through to workload completion and your industry knowledge will play an important part in promoting the organisation's growing service offerings.

In addition, the successful candidate will have the following skills and experience:

- Excellent account management experience and customer service skills
- Demonstrable commercial and industry awareness and decision making skills
- The ability to communicate well with a variety of stakeholders
- Excellent understanding of operations, transport and logistics within the airfreight industry
- Excellent organisational skills and the ability to work to strict deadlines
- The ability to prioritise workloads and multi-task
- Experience in time-critical scheduling with great attention to detail
- Confidence in supporting the production and delivery of a variety of reports
- Transport Planning experience
- A very good working knowledge of the Microsoft Office suite

Initial and ongoing training on our in-house systems, processes and procedures will come as standard, although the above mentioned industry knowledge, experience and skills are essential.

Based at our Colnbrook Cargo Centre, the hours of work are 08:00 to 18:00hrs Monday to Friday, with an hour's break per day. After approximately two months, you will join the 1-in-5 Saturday morning rota.

In return, we offer:

- A salary of between £35,000 and £40,000 pa depending on skills and experience
- 28 Days Holiday (rising to 30 Days after 2 years' service) including Public Holidays
- Free on-site parking
- Workplace Pension Scheme

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.

To apply, please email your CV and any additional relevant information to hr@uchlogistics.co.uk.



UCH Logistics Limited

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