

Transport Co-ordinator

Description

Role Summary

We are seeking an experienced and highly organized Transport Co-ordinator to oversee the scheduling, routing, and dispatch of deliveries and collections for our glass products. The ideal candidate will ensure the efficient transportation of goods while maintaining safety standards, minimizing costs, and optimizing customer satisfaction.

As an employer we are committed to promoting and protecting physical and mental health of all of our staff.

At Fire Glass UK, we are committed to fostering a culture that celebrates diversity, equity, and inclusion. We believe that diverse perspectives and experiences drive innovation and creativity, and we are dedicated to creating an inclusive environment where all employees feel valued, respected, and empowered.

We welcome applicants of all backgrounds, identities, and abilities. Our hiring decisions are based on qualifications, merit, and business needs. We strive to remove barriers to employment and provide equal opportunities for advancement and growth within our company.

As an organization, we actively work to challenge bias and discrimination in all its forms. We are committed to continuous learning and improvement, ensuring that our policies, practices, and programs promote diversity, equity, and inclusion at every level.

Join us in our mission to build a workplace where everyone feels they belong, where their differences are celebrated, and where they can thrive personally and professionally.

Responsibilities

1. Plan, coordinate, and monitor daily transport operations to ensure timely deliveries and collections.
2. Liaise with production, warehouse, and sales teams to align transport schedules with customer requirements and manufacturing timelines.
3. Organize and assign routes for drivers, ensuring compliance with safety regulations and transport laws.
4. Track and monitor the movement of vehicles and goods using fleet management systems or GPS.
5. Maintain accurate transport records, including delivery documentation, driver logs, and compliance paperwork.
6. Ensure glass products are loaded, secured, and transported safely to prevent damage.
7. Manage relationships with third-party transport providers and negotiate service contracts where applicable.
8. Monitor fuel usage, vehicle maintenance schedules, and assist in controlling transport costs.
9. Respond promptly to delivery delays or emergencies and implement contingency plans.
10. Enforce health and safety standards, especially related to the handling and transport of fragile glass materials.

Hiring organization

FIRE RATED GLASS

Employment Type

Full-time

Job Location

24 – 26 Hainge Road,, B69 2NH,
Oldbury , West Midlands

Working Hours

8 hour shift

Base Salary

£ Competitive Salary (Depending on experience)

Date posted

March 25, 2025

Transport Co-ordinator

Job Application

11. Assist in continuous improvement initiatives to enhance transport efficiency and reduce operational downtime.

Requirements:

1. Proven experience as a Transport Co-ordinator or similar logistics role, preferably in manufacturing or construction-related industries.
2. Knowledge of transport legislation, vehicle maintenance, and health & safety regulations.
3. Experience handling fragile or high-risk cargo is a strong advantage.
4. Strong organizational, multitasking, and time-management skills.
5. Proficient in logistics software, route planning tools, and Microsoft Office Suite.
6. Excellent communication and problem-solving abilities.
7. Ability to work well under pressure and adapt to changing priorities.

Job Benefits

Inhouse training and career progression opportunities

Birthday Holiday

Uniform provided

Staff parking provided

Contacts

for more information please contact human-resources@fireglassuk.com