



Transport Assistant

Company Background

Store-All is one of Ireland's largest supply chain management companies. The company currently manages in excess of 850,000 sq ft of warehousing across 16 locations across 8 sites in the South-East and has its HQ near Belview Port. The company offers custom and integrated (Transport & Storage) supply chain solutions for some of the world's leading Food & Pharma multinationals. The company also provides Document & Self-Storage services. Further sites are being developed to support the business expansion.

Reason for Vacancy

The company is owned by two managers who have ambitious plans to develop the business. There is currently a requirement for a Transport Assistant who will work within the Transport Department reporting to Transport Manager. This role is a full time role based at the Transport Department in Kilcohan, Waterford.

A Day in the Life of a Transport Assistant

- As a Store-All Transport Assistant you are expected to carry out your duties and responsibilities to the best of your ability.
- Integrate into a team environment and receive reasonable instruction from transport planners and manager. As a Store-All Transport Assistant, you are required to set a good example to all drivers.
- Adhere to Store-All policies and SOP's at all times and inform superiors of any safety issues identified/observed.
- Ensure that office and warehouse areas under your control are maintained and clean at all times and that you comply with Store-All/GDP requirements at all times.
- Ensuring Store-All's transport operations run as smoothly and efficiently as possible across all areas.

Key Responsibilities

Operations

- Create manifests for drivers. Print manifests and assign them to drivers.
- Scanning of all pallets coming inbound to multi-drop area (scan in from hub).
- Scanning of all pallets going outbound from multi-drop area for delivery (scan out for delivery).
- Loading and unloading of transport vehicles in a responsible and safe manner.

- Scanning POD's and uploading them to the TMS (Transport Management System).
- Become proficient in the use of the TMS. You must be able to create jobs, edit jobs, print labels, create manifests, search the system for jobs, get numbers on inbound pallets each night, etc.
- Keep the multi-drop area as clean and tidy as is reasonably possible.
- Using your initiative when needs be and always aim to have the department running as efficiently as possible to maximise profit.

Training

- Ensuring all Training is completed.
- Comply with instructions given during training.

Health & Safety

- Be aware of Health & Safety compliance and high visibility vest to be worn at all times. Smoking is strictly prohibited in our warehouses, offices, canteens, in the tractor unit and trailer. Smoking is also prohibited on all customer premises.
- Be vigilant at other warehouses and report any other companies that are making deliveries /collections and determine if Store-All Transport could carry out this work. Be aware if there is any additional business that may be had from our customers.
- It is the driver's responsibility to ensure that all tractor units and loaded trailers are parked inside the warehouse each night ensuring loaded trailers are reversed up to walls. Loaded box trailers are held overnight on Store-All premises only on rare occasions, in which case they must be reversed up to the wall to prevent pilfering/tampering. This must be approved by Quality and customer in advance.
- Follow Store-All Health & Safety policies, and inform superiors of any safety issues identified/observed.

Reporting

- It is critical to communicate with Transport Planner frequently.

Compliance

- Comply with GDP and Quality requirements, as per Store-All SOPs and policies.
- Ensure full compliance for all Drivers / Hauliers entering any site within Store-All & all associated customers.
- Update all systems in a timely manner to ensure the smooth running of the business.
- Analyzing reports, this would include routing reports, mileage usage, tachographs where relevant, truck maintenance report.
- Adhering to all company policies, procedures and business ethics codes, and ensuring that they are communicated and implemented within the team.
- Ensure that GDP, ISO 9001, ISO45001 and BRC standards are met at all times and up to date system and forms are been used.
- Comply with Transport KPI's.

Experience & Training

- HGV Licence is preferred
- Manual Handling Certificate
- Fork Truck Driving Certificate
- Basic IT knowledge required (computer/Driver's App)
- Knowledge of Movelt TMS would be desirable