

JOB VACANCY: TRANSPORT COORDINATOR

We have a new job vacancy for a Transport Coordinator to work within the transport team and assist in all aspects of the Transport Department. Reporting directly to the Group Transport Manager, you will be undertaking a range of duties, ensuring all tasks are completed in a timely manner and relevant targets are met.

LOCATION: Liverpool Transport Depot.

WORKING HOURS: 43.75 hours per week, 07:45-17:00, Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

- Proactive management of the scheduled work for the Company's internal fleet.
- Continually checking progress and location of vehicles to ensure all planned work is completed.
- Point of contact for drivers and customers.
- Reacting to delays and implementing route planning changes as required.
- Identifying and resolving resources issues in a timely and effective manner, minimising the impact on customers/service levels.
- Managing any breakdowns or delays and ensuring these delays are being resolved in a timely manner and key stakeholders are updated.
- Liaising with the Weighbridge Team if vehicles arrive late on site and arranging for tipping and reloading.
- Resolving queries from errors/omissions/amendments relating to previous days' workload.
- Data entry into transport systems as required and ensuring that it is fully up to date.
- Allocating shunting duties where required to maximise use of assets and driver's hours.
- De-briefing drivers finishing their shift.
- Ensuring all planned maintenance on vehicles/trailers is completed according to SLAs.
- Contributing to workplace health & safety standards.
- Always maintaining professional competence.
- Designated cover for other functions within the transport team including administration and planning functions.

KEY COMPETENCIES:

- Ability to plan, prioritise and work to deadlines, without supervision and on your own initiative.
- Ability to multi-task.
- A clear and confident communicator.
- Excellent interpersonal and relationship building skills, with the ability to communicate well at all levels within the business.
- Excellent problem solving, analytical and organisational skills.
- Ability to analyse data and accurately prepare and present reports.
- Ability to identify and suggest improvements to benefit both the Company and our customers.
- Be a highly motivated individual who is able to work as part of a small friendly team, and under your own initiative.

ESSENTIAL SKILLS

- Proven track record of working in a comparable role/environment.

- Educated to GCSE level or equivalent with excellent literacy and numeracy skills.
- Excellent communicator, both verbal and written.
- IT Literate with the ability to use a range of packages applicable to the role.
- Full, clean driving license.
- A self-motivated professional with a can-do attitude.
- A commitment to upskill as required to meet the changing needs of the business.

DESIRABLE SKILLS

- Knowledge of Transport legislation, Codes of Practice, Health and Safety and associated Environmental legislation.
- Knowledge and experience of working within the waste recycling industry.

APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:
HR Department, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: MARCH 2026.

NO AGENCIES PLEASE.