



Job description: Transport Coordinator

Job title:	Transport Coordinator
Reports to:	Transport Manager
Location:	Leyton, E10
Hours of work:	Full time, 11.00-19.00, flexibility to cover earlier shifts as necessary

Job purpose To ensure that all jobs are scheduled into the transport diary, all drivers are informed of their itineraries and all administration handled effectively.

- Key tasks**
- Process transport jobs in the transport diary
 - Booking of external resources as necessary
 - Schedule daily workload for 30+ driver/technicians
 - Check accuracy of information provided for each job & ensure cross-departmental communication
 - Compile drivers' folders for following day's trips & check all documentation
 - Process petty cash
 - Process and report accident forms as necessary
 - Processing of parking tickets, ordering fuel cards etc.

- Skills & personal qualities**
- Experience in the transportation field, with a competent working knowledge of London and UK geography essential
 - Familiarity with Working Time Regulations 1998 essential
 - Ability to work well under pressure
 - Flexible and co-operative approach to work: willingness to work as a team member – prepared to work to tight deadlines
 - Highly collaborative
 - Excellent communication skills both internally and externally
 - Administrative excellence with a high attention to detail.
 - Ability to maintain clear and concise records, filing and effective monitoring systems
 - Excellent computer literacy
 - Well-developed numerical and analytical skills.
 - Ability to manage time effectively and see projects through to completion.
 - Transport Management CPC would be an advantage, as would some knowledge of the art industry

Company description Momart is the premier fine art handling, shipping and storage company in the UK. Established in 1972, we have world-class reputation for providing solutions to the most complex art transport and installation challenges. We have been involved in handling many of the world's most prestigious fine art objects and are now the agent of choice for the many national museums, art galleries and private collectors.

Please note: As a Regulated Agent, Momart Ltd. is required to carry out reference checks on all our employees. It is an offence under the Aviation Security Act 1982 as amended by the Aviation & Maritime Security Act 1990 and the Anti-terrorism, Crime and Security Act 2001, to give false information regarding this reference.