

**New opportunity to join Frank Key**

|  |
| --- |
| **Transport Supervisor / Sales** |

We have an exciting opportunity to join the Frank Key team:

**Job title**: Transport supervisor / Sales

**Location**: Bulwell

**Contract type**: Full-time

**Hours of work**: 45.17 Hours (Monday-Friday and 34 Saturdays 08:00am-12:00pm)

**Shift Pattern:** 07:00am-16:30pm (1 Hour Unpaid Break)

**Role duration**: Permanent

**The main responsibilities of the role will include:**

* Routing the transport on a daily basis.
* Managing drivers to ensure best customer service.
* Ensuring all vehicles and plant are serviced and maintained to plan.
* Dealing with customer enquiries and orders.
* Maintaining compliance with Frank Key policies and contractual obligations.

**Job Requirements**

|  |  |
| --- | --- |
| Experience of routing and loading vehicles. | **Essential** |
| Ability to interact positively with colleagues at all levels. | **Essential** |
| Excellent customer service and telephone manner. | **Essential** |
| Attention to detail. | **Essential** |
| Good knowledge of heavyside building materials. | **Essential** |

**Do you embrace our values?**

* Friendly – A positive attitude and a smile go a long way.
* Supportive – We take care of our customers, and we take care of each other.
* Excellence – Ordinary just isn’t enough for us. We aim to surpass expectations at every opportunity.
* Integrity – Our approach is honest and sincere, and we apply it consistently and accurately.

**Our Benefits Package**

We offer a competitive and comprehensive benefits package.

* Competitive salary plus bonus.
* Monthly Pay.
* Annual Pay Reviews.
* Enhanced Holiday Entitlement to reward Company service.
* Company Pension Scheme.
* Training and Development Opportunities.

We’d love to hear from you. Please send your CV and Cover Letter to our People Team:

* **By email:** [Careers@frank-key.co.uk](mailto:Careers@frank-key.co.uk) or
* **By post:** Frank Key Group, Head Office, Sansom House, Portland Street, Daybrook, Nottingham, NG5 6BL

If for any reason you require the application form in another format, or need help in filling out the form, please contact our People Team at [Careers@frank-key.co.uk](mailto:Careers@frank-key.co.uk) or by telephone on 01159 208 208.

We’re a great place to work! We therefore receive a high volume of applications. We aim to respond to all applicants but unfortunately it isn’t always possible. If you don’t hear from us within two weeks, we won’t be continuing with your application at this time.

Please note that any CVs or application forms submitted to us will be kept for a period of six months.