

The logo for McCloskey International, featuring the name 'McCloskey' in a large, bold, yellow font with a black outline, and the word 'INTERNATIONAL' in a smaller, black, sans-serif font below it. The logo is set against a green rectangular background with a yellow horizontal stripe at the bottom.

## MAKE YOUR MOVE

### **McCloskey International is looking for a Transport Coordinator to Build Our Team!**

McCloskey International leads the screening and crushing industry with a complete line of equipment including: crushers, vibrating screeners, trommels and stacking conveyors. Built with power and durability as standards, every product is field-tested before being deployed in a wide range of industries around the world. We currently operate across 3 manufacturing sites in Northern Ireland and we continue to grow our market share.

#### **Job Summary**

The role of the Transport Coordinator is to liaise closely with the Operations and Dealer Support teams to ensure the most effective and efficient use of outbound Freight of all North America orders being dispatched from the Northern Ireland factories as well as the Indian factory. Responsibilities include ensuring a cost-effective delivery service of McCloskey Equipment to the McCloskey International customer network whilst maintaining a high level of customer service and ensuring all necessary paperwork has been completed for export along with invoicing. Responsible for freight arrangements of all NA machines transported from NI.

#### **Career Level**

- Career Level: Logistics Coordinator 1(P)
- Job family: Procurement and Logistics

#### **Job Duties**

- Liaise with the Operations and Dealer Support teams to ensure accurate timescales for delivery.
- Request Freight costs, monitor and review for cost savings.
- Build excellent working relationships with existing freight companies and be main point of contact for Freight queries.
- Preparation and filing of import, export GRNs, permits, Despatch Notes and all other documentation associated with the outward movement of good/equipment.
- Communicate transport updates with internal team and directly with the Dealer.
- Work closely with Dealer support and spare parts departments for freight saving opportunities.
- Provide excellent customer service to both internal and external stakeholders.
- Associated administrative duties e.g. order processing, delivery/project completion documentation, invoicing.
- Provide support for transport for rest of world dealer orders when required.



### **Job Requirements**

- Timely deliveries of orders from NI/India factories to North America as scheduled.
- Develop strong working relationships with the Dealer Support teams globally, providing regular updates on orders.
- Ensure accuracy on all required documentation for Transport.
- Timely invoicing of machines.

### **Education Background**

- Educated to GCSE Standard or equivalent with proven experience in Freight Management
- Ability to work well under pressure in a fast paced environment.
- Strong organizational, coordination and customer service skills.
- Must be proficient in MS Office (including, Word, Excel, PowerPoint).
- Outstanding communication (oral/written) skills required.
- Self-motivated with excellent time management skills.
- Excellent geographical knowledge of the area.
- Proven experience in highlighting cost savings and utilization of Freight services.

If you wish to be considered for this new opportunity and wish to be a part of a dynamic and international organization then please send your CV and cover letter detailing your suitability for the post by email [application\\_uk@mccloskeyinternational.co.uk](mailto:application_uk@mccloskeyinternational.co.uk) or call us on 028 8774 0926 for more information.

***We are an equal opportunities employer***