

Vacancy Notice

Vacant Position: Operations Analyst

Department: Operations

Recruiting Manager: Jonathan Matchett

Summary of Position:

Responsible for daily scheduling, tracking, forecasting, performance management and reporting of collections and line haul into TPC (The Processing Centre), outbound line haul to Europe and shipping to ROW destinations.

Supports Southern processing operations, at Asendia and Quantum (and potentially other partners in the future) with forecasting, process documentation and performance management reporting.

Be the lead point of contact for operations to support wnDirect's interests in the above supply chain legs. Work collaboratively and help to develop positive relationships with our partners. Work with our partners to be able to provide accurate and timely performance information.

As a new role, it is expected that these responsibilities will evolve over time. For example, management of European line haul may move to a different role based directly at TPC.

Other operational responsibilities may be added to the Operations Analyst at Colnbrook role.

Candidate Requirements:

- Excellent Excel skills (sorting and managing large amounts of data, pivots, lookups), able to use tracking applications to track delivery performance and run reports (training will be given for all applications used), also Word and PowerPoint skills.
- Excellent understanding of Logistics.
- Previous operational experience in a transport and distribution service delivery environment.
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Closing Date for applications:



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Skills

- Relationship builder with third party delivery and operational partners.
- Confident to create and develop networks.
- Gravitas and communication skills to build rapport and represent wnDirect.
- Adopt and promote a collaborative/ partnership approach with delivery partners.
- Strong personal influencing and consultative skills. Influences and negotiates to promote and protect wnDirect's interests.
- Can identify and resolve problems, issues and risks: operational, commercial and cultural.
- Analytical: can identify, understand and resolve issues for customers and partners; can work with and interpret data and information that informs and drives performance.

Personal Qualities and Motivation

- Motivated and proud to identify, deliver and measure operation performance and improvement for wnDirect, our clients and partners.
- Commercially aware and astute.
- Self motivated with good judgment and decision making.
- Communicates well in a personable and professional manner.
- Displays a sense of urgency: task, deadlines and results driven.
- Dependable to keep commitments.
- Flexible to meet the needs of busier periods for wnDirect and our clients.
- Resilient and able to manage pressure during busy times and quieter periods.
- Focused on the quality of work delivered and with good attention to detail.
- Can adapt to change and cope with ambiguity as new procedures are developed.

Closing Date for applications: 01st December 2016

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