

## **Transport Scheduler**

**Location: Nutrias Animal Feeds, Ballaghaderreen, Roscommon.**

### **Permanent Contract**

Aurivo is a large multi-purpose co-operative engaged in a wide range of activities including dairy processing, liquid milk distribution, animal feed milling, retail stores, garden centres, livestock marketing as well as sports nutrition. It employs over 650 people directly and provides jobs for many others in transport, distribution and services.

### **Job Overview:**

Reporting to the Operations Manager of the Animal Feed Mill as transport scheduler, you will be responsible for the day to day scheduling of raw materials in and both bulk and bags products out. Supports commercial team, the production team the customer care team and the quality team in applying a team approach to improve customer service. You will also be required to cover in administration duties from time to time.

### **Key Responsibilities and Duties:**

- Apply a structured and standardised approach to scheduling efficient loads.
- Assist in the scheduling of hauliers and materials into the Mill
- Liaising between sales, customer care and production
- Build relationships with Homeland stores employees, merchants and customers
- Ensure haulage weights are correct and records are maintained.
- Ensure quality is maintained through diligent testing of raw materials, notifying quality on anomalies or concerns.
- Ensure site stock is maintained through checking bag loads before despatch
- Take and process customer orders as needed.
- Take ownership for your own area of responsibility.
- Participate in the onsite lean initiative.
- Ad hoc duties as they arise.

### **Qualifications and Skills:**

- Be astute, timely, practical and adhere to good standard operating practices
- Have strong literacy, interpersonal and communication skills.
- Experience using Microsoft Office suite.
- Have the ability to plan, organise and prioritise work.
- Have the ability to work efficiently and effectively on own initiative and as as part of a team.
- Good attention to detail
- Available to work longer hours when required

Please forward your updated CV by email to [careers@aurivo.ie](mailto:careers@aurivo.ie)

