

## **Job Description: Transport Administration Assistant**

Bacton Transport are one of Suffolk's leading road hauliers. Established in 1932, we are a family-owned business who are an employee and customer focused haulage company who believe in "Going the Extra Mile...." The company has been in continuous family ownership for 90 years and is widely recognised across the industry as a byword for quality, professionalism and people-first approach. Our services and operations cover pallet network in East Anglia and full-load distribution across the UK.

### **Skills and attributes required:**

- Customer service focused
- Great communication skills
- The ability to work under pressure and to meet deadlines
- Previous admin experience would be an advantage
- Self-motivated
- Computer literate

### **Day-to-day duties include:**

- Answer phones
- Respond to e-mails
- Scan documents
- Liaise with customers
- Job input
- Data entry
- Update spreadsheets

### **Entry requirements:**

- Good IT skills
- Must be able to cope with a very fast-paced working environment

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