

Job Description

Job Title	Planner
Name of Job Holder	
Department	Commercial & Planning
Reports to	Commercial Director
Location	KB Event, Pinxton
Job Purpose	
<p>Based at Pinxton, the postholder will be responsible for ensuring the effective and commercial planning of the KB fleet and any sub-contraction across the UK and Europe for our event-based clients. The job demands and understanding of European drivers' hours and European geography thus requiring an International CPC. Reporting directly to the Commercial Director, the role of the Planner encompasses a combination of cost, operational and financial awareness to be able make decisions based on realistic and timely data, to ensure the most cost-effective and customer centric solutions are delivered. The postholder will also be required to support the business development process providing quotes for existing and prospective clients.</p>	
Principal Responsibilities	
<ul style="list-style-type: none"> • To provide cost modelling and quotes for client tenders, including large scale tours, conferences, exhibitions and one-off events across the UK and Europe • To manage the client interface via email and telephone, whilst building the operational solutions and finalising cost • To ensure that all confirmed jobs are placed into the live planning system for vehicle and driver allocation • To evaluate whether the use of subcontractors is appropriate for any given situation and make decisions based of factual information and the impact that any such decision has on cost and profitability • To manage resources where schedules demand 'double manning', flight bookings, ferry crossings and tolls • To understand the impact of changes in customer's requests and manage these accordingly • To update and review the planning systems used within the business ensuring that they are constantly accurate and reflect the current situation • To act as a business partner and liaise regularly with the Operational and Financial teams to ensure planned solutions are viable and achievable both practically and financially 	

- To maintain up to date knowledge on changes in legislation and best practice in relation to UK and European transport

Person Specification

- CPC and International CPC (essential)
- Previous experience of working within a 3rd party haulage environment
- Proven experience of a can-do, positive attitude with the proven ability to problem solve
- Previous experience of working in a cost driven organisation and practical knowledge of cost, budgeting and financial control within a profit & loss environment
- Good IT skills covering Microsoft packages, with an excellent level of competency in MS Excel
- Strong and up to date knowledge of driver compliance rules and regulations
- An ability and desire to work with detail and to be accurate in the approach to work
- Strong verbal and written communication skills and a proven ability to build strong working relationships with internal stakeholders
- History of working with numerical and financial data with GCSE Maths at a Grade C /Level 4 or higher (desirable)
- A knowledge of UK, European and International geography

Organisational Responsibilities

Along with all employees in the business, the postholder will:

- Work within given Health and Safety guidelines and proactively act in a way that reinforces a culture of safety across the organisation
- Ensure that they are compliant with the organisation’s policy on Equal Opportunities and behave in a way that supports and reflects an inclusive culture in the business
- Undertake any other suitable and appropriate task requested of them by management in relation to their role or which supports the achievement of wider team and organisational objectives

Signature Job Holder:	Date:
Signature Manager:	Date: