



voestalpine Metsec is the UK's biggest construction specialist cold roll forming company and part of the largest globally leading steel and technology group. Established 90 years ago, voestalpine Metsec is owned by the voestalpine Group. The Group has over 500 companies and locations in more than 50 countries on all 5 continents with €18.9 billion revenue and over 51,200 employees.

## TRANSPORT COORDINATOR – PURLINS & FRAMING

### EXTERNAL VACANCY

**Reports to:** Transport Manager – Purlins & Framing and Cable Management Divisions  
**Location:** Full time office based in Oldbury, West Midlands  
**Hours of work:** Monday to Thursday 8.30am to 5.00pm with half hour lunch break each day and 8.30am to 1.30pm with no lunch break on Friday of each week – 37 hours in total, paid monthly

The Transport Department arranges deliveries of purlins, framing and lightweight cable management systems around the country to various works, distribution centres and building sites. You will be required to work as part of a proactive team to maintain and improve delivery performance whilst keeping costs low.

#### Person specification

- » Previous experience of working within transport with a good geographical knowledge of the UK would be advantageous
- » Product knowledge would be an advantage
- » Be able to form good working relationships with customers, suppliers, and other internal departments
- » Well organised, self-motivated, professional, and able to work under pressure
- » Responsible for achieving objectives on own initiative, as well as part of a team
- » Computer literate and able to communicate and record information effectively
- » Attention to detail and accuracy is essential
- » Must be eligible and able to prove that you can work in the UK as the Company does not hold a sponsorship licence.

#### Your responsibilities

- » Confirmation of deliveries with customers via email and telephone
- » Liaising with suppliers, booking standard and specialised haulage
- » Scheduling the day-to-day transport and loading needs of the divisions
- » Providing general administration
- » Communicating with the sales and production departments.

**Post date:** Wednesday 13<sup>th</sup> March 2024  
**Package:** Competitive salary, Company pension scheme, health cash plan, life assurance and 33 days holiday (including statutory days)  
**To apply:** We look forward to receiving your CV at [metsec.hr@voestalpine.com](mailto:metsec.hr@voestalpine.com).

voestalpine Metsec is an equal opportunities employer.