



PRODUCTION & LOGISTICS COORDINATOR VACANCY

Salary:	Dependant on experience	Start Date:	TBC
Contract Type & Hours p/w:	Permanent, 37.5 hours per week	Division:	Barrier

A career opportunity has arisen within Barrier's Bilston site, for a Production & Logistics Coordinator. This will be a permanent position as part of the Sales Team.

Hill & Smith Infrastructure (HSI) Ltd forms part of Hill & Smith PLC's group of companies. HSI Ltd is made up of several OpCos: Barrier, Asset VRS, Hardstaff Barriers and Varley & Gulliver Parapets, bringing together four leading vehicle restraint system (VRS) manufacturers and suppliers.

Working together to deliver projects in the UK and worldwide, our four businesses are well-known for exceptional services, quality and expertise, and are committed to protecting people and property.

Hill & Smith Holdings PLC is an international group with leading positions in the design, manufacture and supply of infrastructure products and galvanizing services to global markets. Headquartered in the UK, Hill & Smith PLC is a FTSE 250 listed company, with revenues of more than £750m and a market capitalisation of £1.1bn.

Hill & Smith PLC creates sustainable infrastructure and safe transport through innovation. The Group employs c.4,500 people worldwide with the majority employed by its autonomous, agile, customer focussed operating businesses based in the UK, USA, Australia, and India.

The Group office is in the UK and Hill & Smith PLC is quoted on the London Stock Exchange (LSE: HILS.L). Its operating businesses are organised into three main business divisions:

Galvanizing Services: increasing the sustainability and maintenance free life of steel products including structural steel work, lighting, bridges, and other products for industrial and infrastructure markets.

Engineered Solutions: supplying engineered steel and composite solutions with low embodied energy for a wide range of infrastructure markets including power generation and distribution, marine, rail and housing. The division also supplies engineered pipe supports for the water, power and liquid natural gas markets and seismic protection solutions.

Roads & Security: supplying products and services to support road and highway infrastructure including temporary and permanent road safety barriers, Intelligent Traffic Solutions, street lighting columns and bridge parapets. In addition, the division includes two businesses which are market leaders in the provision of off-grid solar lighting and power solutions. The security portfolio includes hostile vehicle mitigation solutions, high security fencing and automated gate solutions.

The Company Location

Hill & Smith, Springvale Business and Industrial Park, Bilston, Wolverhampton, WV14 0QL
The role is office based with some requirement to travel to other sites from time to time.

Jobs Requirements:

The successful applicant will be trained on the job, but we will expect applicants to have a good standard of education, with previous experience of sales and office work. It would also be advantageous to have training in logistics and export, and to have a background working within an operations/infrastructure industry.

We offer a comprehensive induction programme and unrivalled support and career development opportunities to ensure you achieve your career ambitions and aspirations. Employees have access to a wide range of benefits through our reward scheme, including Bupa Healthcare, company share save scheme, a generous annual leave allocation and tailored training initiatives.

We are looking for someone with:

- Excellent interpersonal and communication skills (verbal and written)
- Sound administrative ability with attention to detail

- Computer literacy and experience of Microsoft applications
- Ability to work under pressure and meet tight deadlines but always with a concern for quality
- The ability to prioritise work whilst working independently and as part of a team
- The sensitivity to appreciate when confidentiality and discretion are required
- Excellent customer service skills
- Strong organisational skills and the ability to prioritise and plan

All applicants will be asked to prove that they have the right to work in the UK and provide two satisfactory references. Click here [insert link to job ad] for a full job description.

If you would like to apply for this opportunity, please send an up-to-date CV to: recruitment@hill-smith.co.uk by **29/11/2024**
Feel free to contact our HR team if you have any questions about the position or the process.

Job Description

Title	Production & Logistics Coordinator
Reporting to	Head of sales
Salary	Dependant on experience
Role	Full Time, Permanent 37.5 hrs p/w - You may be required to work additional hours & weekends at times
Location	Bilston
Benefits	Pension scheme, SAYE scheme, Cycle to Work scheme, Occupational Health scheme, Private Health Care scheme, Bonus eligibility, Life Assurance, Training, Employee Assistance Programme inc. Exclusive Offers - An online portal offering vouchers and discounts & 25-day Annual Leave plus Bank Hols.

Job brief:

The role will involve planning customer deliveries in line with their order requirements. Once in receipt of a confirmed order, their responsibilities will involve co-ordinating between commercial departments, the end customer, and the production controllers to ensure completion of the order is done in a timely manner. Effectively planning deliveries to create efficiencies across the whole business will be necessary. This role requires strong planning and organisational skills to ensure delivery expectations are met consistently. Working with the yard Supervisors, this role will be responsible for planning the loads due for delivery on our internal fleet of vehicles. The booking of external transport companies for deliveries will also be their responsibility, for both domestic and international orders. Having an understanding and some experience of logistics, organising deliveries and planning export consignments would be preferential.

Purpose of the role:

The purpose of this role is to ensure products ordered by customers are delivered on time and in full. The role reviews production progress of stocked and made to order parts, ensuring customers' expectations are met. To help production prioritise manufacturing and to plan all deliveries and collections leaving Hill & Smith. To provide effective and thorough communication to customers regarding deliveries and offer exceptional customer service. Being diligent on customer accounts is also critical.

Key Accountabilities & Responsibilities:

- Delivering confirmed orders to customers in a timely manner.
- Facilitate delivery via. Internal fleet and external haulage companies.
- Working with other departments to create transport efficiencies.
- Contribute to production meetings to ensure product is manufactured and delivered to meet company and customer expectations.
- Prioritise manufacturing of product and work with production team.
- Liaise with customers directly regarding delivery of product.
- Offer valued customer support to customers consistently.
- Re-allocate stock reservations against sales orders to reduce 'panic' manufacturing where required.
- Arrange collections of customer's returns to fall in line with deliveries to the same geographical area.
- Scan and allocate delivery notes and picking tickets to the appropriate sales order.
- Plan and execute deliveries for export; working closely with freight forwarders.
- Complete all paperwork required for export ensuring company compliance.

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

V = CV I = Interview C = Certificate T = Test R =Reference

	Essential	Desirable	Category
Qualifications			
Relevant Degree qualification			
Experience			
Relevant Industry experience		VI	
Knowledge			
Required software or industry knowledge		VI	
Skills			
Required skill set: Organised, planning skills, customer service	VI		
Relevant Training: Logistics and export (training can be provided)		VI	
Additional Attributes			
Personal Qualities: Conscientious, organised, willingness to learn, professional		I	
Use of car			

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

The Operating Unit will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This document outlines the duties required at the time of employment, although it is not a comprehensive or exhaustive list.

This job description is current at the date shown, but in consultation with you, may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

This employer undertakes a range of pre-employment checks including right to work qualification, references, etc.

Hill & Smith Infrastructure Ltd are committed to promoting equality, valuing diversity and working inclusively, we uphold the principles in our behaviour and working practices - we are committed to providing equality of opportunity in all areas as an employer, whether in recruitment and selection, promotion or training and development. As we grow, we understand that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our innovation and creativity.