



HILLFOOT

METALS | SUPPLY CHAIN | INNOVATION

PLANNING & TRANSPORT APPRENTICE

We are an independent dynamic, steel solution provider with strong family ethos and values that makes us stand out from the crowd and enable us to be successful in a challenging marketplace always striving to have a smile on our face.

We are excited to recruiting for a Planning & Transport Apprentice at our site on Herries Road, Sheffield, who can take responsible for the planning of material deliveries to customers, and material movement to and from subcontractors.

This is a great opportunity to gain a recognised apprenticeship, contribute towards our shared objectives and build a career with one of the UK's largest steel stockholders.

The main tasks of the role will include:

- Planning of material despatches
- Creation and issue of load lists to the Goods Movement Team
- Raising despatch notes and creating certification packs
- Creation of the despatch manifest
- Providing details of expected delivery times and proofs of delivery
- Communication of delivery progress to internal and external customers
- Raising sales invoices
- Investigating delivery discrepancies
- Invoice analysis
- KPI Report preparation
- Running of Planning reports

Previous Planning or Transport experience is preferred but not essential.

Required Knowledge and Skills include:

- PC Literate
- Numerate and Literate
- Organised in approach to work
- Good Communication
- Attention to detail
- Problem Solving
- Teamwork

If you feel you have the right attitude for this exciting opportunity, then please forward your CV and covering letter by email to: opportunities@hillfoot.com