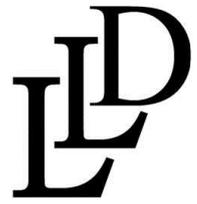


Long Lane Deliveries

Job vacancy information



1 Delivery Staff (Drivers)

From the outset, please be aware that LLD is essentially a collection and delivery company.

The company specialises in timed groupage of chilled and frozen foods. The majority of the work deals with short shelf life fresh foods.

Delivery staff are usually required to have class 1 or class 2 driver licences.

There can be some trunking work but it is more likely that you will be involved in a run where there are a number of deliveries and collections per day. Some of this will involve local work back and forward from the respective depot; while others will see you travelling to for example Inverness and back.

You should expect to be involved in loading and unloading your vehicle with a fair amount of use of a hydraulic pump pallet truck for pulling pallets to the back of the lorry where they are usually off loaded via forklifts. We have some work that is from one company's load dock to another, but this is the exception rather than the rule.

2 Admin Assistant

Long Lane Deliveries is currently looking for an Admin Assistant to join the Dundee Depot. This is a full time job which will include weekend working.

Duties include:

1. Debriefing drivers ensuring that all paperwork is correct and all proof of deliveries have been signed etc.
2. Auditing drivers manifests ensuring that the correct pallet quantities have been recorded by the driver.
3. Scanning manifests
4. Booking-in of collections and deliveries
5. Building and producing manifest using the Mandata system
6. General office support

Essential criteria:

1. Excellent computer literacy skills including Microsoft office suite.
2. Educated to higher level education and/or University.
3. Excellent communication skills which with ability to compose and write emails and make telephone calls to communicate complex arrangements in a clear and concise manner.
4. Ability to work to tight deadlines
5. Good organisation skills

Desirable:

1. Experience of using Mandata Manpack3 (If none, training will be given).
2. Ability to drive and the possession of a full driving licence
3. Industry experience
4. Good geographical knowledge
5. Previous experience in a similar role

Application Process

Apply via the LLD web-site in the first instance. No CVs at this stage.

3 Depot Manager

3.1 The role

Long Lane Deliveries (LLD) is a chilled and frozen distribution company that operates throughout Scotland and the North of England. We employ around 150 people and have bases in Dundee, Bellshill and Inverness. LLD provides a 'best in class' nationwide collection and delivery service throughout the UK, making daily deliveries to most foodservice companies and major food retailers RDC's.

We are currently seeking to appoint a Depot Manager who will be responsible for leading and managing the operational activities of a team of around 40 people located in Dundee, by implementing and maintaining good processes, monitoring and control. Direct experience in transportation while desirable, is not essential as the role is about ensuring adherence to the myriad of procedures and practices and ensuring that there is a structured, documented approach to the 24/7 operational life of the business.

3.2 Responsibilities

1. Lead and manage the 24/7 Dundee operation
2. Review operations and implement improvements
3. Overseeing receipt of orders, their administrative processing, fulfilment and delivery etc.
4. Overseeing and liaising with Depot Supervisors
5. Developing and implementing policy, practice and procedures
6. Implementing and managing change
7. Ensuring that staff are adhering to company policy and procedure with proactive management to prevent future issues

3.3 The person

This is a fast paced knowledge based environment, and as well as being a strong leader, a prerequisite of this role will be the ability to communicate business performance both verbally and analytically through the presentation of data. To be considered for this role you must be an advanced user of Microsoft Office packages and you must be competent in operations such as formula creation and data manipulation. You must also be able to communicate via email in a business-like manner. It is expected that you will also have the following attributes:

1. Excellent computer literacy and proficient keyboard and typing skills
2. Degree or equivalent level of education and literacy
3. Experience and knowledge in managing multi-discipline teams
4. Can lead by example but understands how learning takes place and can work with staff to help them fulfil their potential through supported learning, development and training
5. Understanding and experience of contemporary HR practice, including equality, diversity, through to grievance and discipline etc.
6. Understands the modern corporate culture – but understands and can work in a smaller business seeking to make the transition from a small to medium sized concern
7. Embraces a structured and disciplined approach but is ready and willing to occasionally muck in on the “shop floor”
8. Ability to quickly grasp complex situations and be able to think and discuss these in an objective analytical manner that takes account of emotions feelings and personalities without comprising a clear understanding of the fundamental concept in question
9. Experience of being responsible for ISO 9001 or similar system
10. Excellent computer literacy and keyboard skills
11. Experience and skill in using/understanding computerised operational management software
12. Lives relatively locally – we want people to respect their own work-life balance and minimum commuting is part of that

Please apply by emailing your CV and cover letter to jobs@longlanedeliveries.co.uk or call 01698 539 940 for further details.