

Distribution Planner

Location: Stowmarket, IP14 2ED

Annual Salary: Up to £40,000 (depending on experience)

Hours: Monday to Friday 8am-5pm

We're looking for a Distribution Planner to co-ordinate and schedule concrete deliveries. As a Distribution Planner your role will involve liaising with internal and external customers to ensure a high level of customer satisfaction and efficient operations.

Ideally, the Distribution Planner will possess strong leadership, communication, and organisational skills. Have an understanding of IT systems and the ability to make decisions under pressure.

Benefits:

- Competitive salary up to £40,000 per annum, depending on experience.
- Company Pension Scheme
- 23 days annual leave plus bank holidays, and a Christmas shutdown.
- Employee discount on our products
- Death In Service Benefit (after successful probation)
- Training and Staff Development
- Employee Referral Programme
- Be part of a stable, independent concrete supplier in the Eastern Region.
- Contribute to a business delivering concrete to one of the UK's most significant infrastructure projects, supporting clean energy and regional growth.

Key Responsibilities of the Distribution Planner:

- Timely and accurate input of all customer concrete orders into the system.
- Respond promptly and professionally to all customer enquiries and complaints.
- Communicate effectively with internal stakeholders to ensure smooth operations.
- Read, prioritise, and respond to all relevant emails in a timely manner.
- Provide specific support to the pre-planning of major contracts and schemes, focusing on production and transport capacity planning.
- Actively seek to build and maintain strong relationships with both new and existing customers.
- Liaise daily with relevant parties to inform them of their work schedules.
- Update daily spreadsheets for all batching plants to confirm output.
- Plan and dispatch customer orders in a cost-effective and efficient manner, working closely with the commercial team.
- Conduct month-end stocktakes as required.
- Liaise with the Vehicle Workshop Manager regarding truck repairs and maintenance schedules.

Why Join Us? At Eastern Concrete, we value our employees and strive to create a supportive and rewarding work environment. Join our team and be part of a company that values your contributions and offers opportunities for growth and development.