

Transport & Contracts Logistics Planner

Location: Earls Colne/Ascot

Department: Operations

We are seeking an experienced and motivated Transport & Contracts Logistics Planner to join our Operations team. This role is responsible for planning and coordinating vehicles, drivers, and third-party logistics providers to ensure the successful delivery of bottled water and tanker services in line with customer requirements and service level agreements.

Key Responsibilities

- Plan and coordinate daily transport operations across utility and commercial work.
- Allocate vehicles and drivers in line with availability and drivers' hours regulations.
- Manage real-time changes to schedules during incidents and service disruptions.
- Coordinate third-party logistics providers and monitor performance against SLAs.
- Communicate effectively with drivers, clients, contractors, and internal teams.
- Support emergency and out-of-hours response activity when required.
- Ensure all operations comply with health, safety, and transport legislation.

About You

- Strong organisational and communication skills.
- Calm, decisive, and solutions-focused under pressure.
- Confident using IT systems including Microsoft Office and planning tools.

Desirable

- Experience in utilities, emergency response, or critical services environments.
- Experience working with third-party logistics providers.
- Experience in logistics/transport planning

Reports to:

Operations Logistics Manager
Head of Logistics

Schedule of work hours:

Initial 8 weeks training period:

Monday to Friday – 08:00 – 18:00

Following 8 weeks training period:

Working on a 4on 4off shift pattern with the below hours

Day Shift 08:00 – 18:00

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Mid Shift 12:00 – 22:00

Night Shift 20:00 – 08:00 (remote working)

Benefits (subject to eligibility):

- 23 days standard annual leave, plus Bank Holidays.
- Contributory Pension Scheme
- Private Healthcare Plan (Subject to successful completion of probation period)
- Life Assurance Scheme
- Electric Vehicle scheme (Subject to successful completion of probation period)

Work Location:

Office – Earls Colne for initial two-month training period

Following two-month training period, Ascot or Earls Colne office

Job Type: Full-time

Pay:

£36,400 (for initial 8 weeks' training period) rising to £40,000 after successful completion on training.

Overtime for additional shifts worked

Please submit your application to vacancies@water-direct.co.uk by 30th April 2026.