



Job Title	Transport Manager
Department	Logistics
Approximate Department Size	30
Reports to	Head of Logistics
Direct Reports	6 x Drivers
Working hours and pattern	40 hours per week 5 days from 7 Shift patterns to meet operational requirements, with start times as early as 06:00 and finish times as late as 18:00.
Will this role qualify for tronc or bonus?	Performance Bonus

Purpose of this role
<p>Role Overview</p> <p>The Transport Manager manages import/export documentation, carrier relationships, and route planning for home delivery and wholesale operations whilst coordinating UK and international transport operations, managing delivery drivers, overseeing fleet compliance, and ensuring efficient, cost-effective delivery to customers across the UK and Europe.</p>
Responsibilities
<p>Import & Export</p> <ul style="list-style-type: none"> • Manage import clearances and coordinate export shipments to our business partners in South Africa, Italy, Greece, the Netherlands and other countries • Prepare commercial invoices, transport documentation, manage shipping invoices and prepare delivery claims <p>UK Carrier Management</p> <ul style="list-style-type: none"> • Manage relationships and performance with carriers • Review carrier invoices, raise purchase orders and manage claims for loss or delayed deliveries <p>Delivery Operations</p> <ul style="list-style-type: none"> • Plan delivery routes and driver rotas for home delivery and wholesale operations • Coordinate Cyder wholesale deliveries and organise quarterly subscription club deliveries • Manage and support a team of six drivers, ensuring service standards and delivery efficiency <p>Offshore UK Deliveries</p> <ul style="list-style-type: none"> • Arrange shipments to Isle of Man, Channel Islands and Northern Ireland • Prepare commercial invoices where required for Northern Ireland shipments <p>Fleet Management</p> <ul style="list-style-type: none"> • Ensure drivers complete daily and weekly vehicle checks and maintain fleet compliance with MOT and servicing schedules • Manage maintenance, repairs, rental vehicles and support new vehicle procurement



Characteristics needed for this role
<ul style="list-style-type: none"> • Strong organisational and planning skills – able to coordinate routes, shipments, documentation, and driver rotas efficiently. • Team management – capable of managing and motivating delivery drivers while maintaining performance standards. • Attention to detail – accuracy when handling shipping documentation, commercial invoices, and compliance requirements. • Good communication skills – clear communication with drivers, customers, carriers, and internal teams. • Accountability and reliability – takes ownership of transport operations and ensures deliveries run on time
Skills and experience needed for this role
<ul style="list-style-type: none"> ▪ Route planning software ▪ Import/export processes ▪ UK carrier management ▪ Team management
Skills and experience desired for this role
<ul style="list-style-type: none"> ▪ Fleet management ▪ Sage V3
Qualifications needed for this role
<ul style="list-style-type: none"> • Level 3 qualification
Qualifications desired for this role
<ul style="list-style-type: none"> • Transport or Logistics based qualification, e.g. Institute of Supply Chain Management courses • CPC
What systems will be used in this role?
<ul style="list-style-type: none"> • Sage V3 • Maxoptra • UK Carrier portal (e.g. DPD, DHL, Royal Mail, etc.) • MS Office suite
Department Description
<p>The Ecommerce & Retail division is the strategic revenue-generating part of the business which is behind developing, promoting and growing The Newt in Somerset as a fine-quality grocery & beverage brand that is both producer and direct-to-consumer supplier. This is achieved via a full vertically-integrated consumer proposition and operation that allows tight quality control across all phases of the product delivery, making it a truly best-in-class experience to our customers.</p>