Traffic Management Administrator / Coordinator

Our Company

Go Traffic Management has been in operation since 2007, initially serving clients in the North West, Midlands and Yorkshire regions. Over the last decade, the business has expanded significantly, based on an excellent reputation for performance and delivery. The company is now one of the UK's largest traffic management providers, with local depot bases up and down the country.

Our Role

As Traffic Management Administrator / Coordinator, you will provide support to the Operations Support Manager to ensure that the Company's work is effectively coordinated through communication with internal and external customers as well as the management of the business and client database systems.

Key Responsibilities

You will provide a front-line telephone service to both internal and external customers

You will ensure that all the client and operational requirements are met in a professional and efficient manner

You will maintain timely and accurate input and uploading of information into the works management systems, ensuring that all issues are recorded and escalated

You will ensure the highest level of customer service is achieved to both external and internal customers, providing excellent customer satisfaction every time

You will ensure the collation, co-ordination and distribution of the operational job packs

You will provide daily and weekly reports as required and to ensure that all service levels and objectives are achieved

You will provide a positive and innovative input into the team, through provision of solutions to problems and embracing change

You will ensure that safety issues are reported in line with Company procedures

Salary and Benefits

We offer a competitive salary based on experience along with a full benefits package.

Go Traffic Management is proud to be an Equal Opportunity Employer**.** We celebrate diversity and do not discriminate based on race, religion, colour, nationality, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

We are Armed Forces-friendly. We welcome applications from ex-Armed Forces personnel, reservists, armed forces veterans, cadet instructors and military spouses/partners.

We understand that privacy and the security of your personal information is extremely important. By applying for this role, you agree to the terms of our privacy policy which you can find here – www.gtm.co.uk/privacypolicy.