

LOGISTICS COORDINATOR ROLES AND RESPONSIBILITIES

Reporting to: Franki Group Resources Manager

Role Purpose

The Logistics Coordinator is responsible for coordinating the movement of plant, equipment, materials and associated resources across Franki Group UK.

The role ensures that deliveries, collections, transfers and site movements are planned safely, efficiently and cost-effectively. It supports project mobilisation and demobilisation, maintains accurate logistics records and helps minimise delays, downtime and unnecessary transport costs.

Reporting to the Franki Group Resources Manager, the role works closely with Operations Managers, Contracts Managers, Project Managers, Plant Hire Desk, workshop teams, yards, suppliers, drivers and transport providers.

KEY RESPONSIBILITIES

Logistics Planning and Coordination

- Plan and coordinate deliveries, collections and transfers of plant, equipment, materials and tools.
- Prepare daily and weekly logistics schedules in line with project requirements.
- Confirm delivery dates, locations, site contacts, access restrictions and working hours.
- Ensure movements are sequenced to support project programmes and operational priorities.
- Identify clashes, delays and access issues before they affect delivery.
- Maintain clear communication with sites, drivers, suppliers and transport providers.
- Escalate programme-critical logistics risks promptly.

Plant and Equipment Movements

- Coordinate the movement of plant and equipment between sites, yards, workshops and suppliers.
- Confirm that equipment is available, ready and correctly identified before transport.
- Ensure delivery and collection instructions are complete and accurate.
- Track plant movements and update location records promptly.
- Support the efficient redeployment of plant across the Group.
- Coordinate off-hire and collection activity with the Plant Hire Desk where required.
- Escalate unresolved movement or availability conflicts to the Franki Group Resources Manager.

Transport Coordination

- Arrange approved transport for plant, equipment and materials.
- Confirm that suitable vehicles and transport methods are used.
- Obtain rates and booking details from approved providers.
- Coordinate abnormal loads, specialist movements and access requirements where necessary.
- Track deliveries and collections and resolve delays promptly.
- Confirm completion of movements with the relevant site or yard.

- Maintain records of transport instructions, delivery tickets and collection confirmations.

Site Mobilisation and Demobilisation

- Support project mobilisation by coordinating plant, equipment, materials and transport.
- Confirm mobilisation requirements, priorities and deadlines.
- Ensure site access, delivery routes and unloading arrangements are understood.
- Track outstanding mobilisation actions and report risks.
- Coordinate demobilisation and return of plant and equipment at project completion.
- Ensure equipment is transferred, returned, inspected or off-hired promptly.
- Reduce standing time and avoid unnecessary retention of resources.

Yard and Workshop Coordination

- Liaise with yard and workshop teams regarding equipment readiness, loading and collection.
- Confirm that plant has completed required servicing, repairs or inspections before dispatch.
- Coordinate movement of equipment for maintenance, repair or testing.
- Ensure yards receive clear instructions for incoming and outgoing movements.
- Support safe loading, unloading and storage arrangements.
- Identify congestion, capacity or scheduling issues.
- Maintain accurate movement and location information.

Cost Control

- Monitor transport, courier, delivery and collection costs.
- Challenge unnecessary, duplicate or inefficient movements.
- Support the consolidation of loads and journeys where practical.
- Ensure transport bookings are authorised and within delegated limits.
- Check supplier charges against agreed rates and completed movements.
- Identify unsupported or inaccurate charges.
- Ensure costs are allocated to the correct project and cost code.
- Escalate material or recurring cost concerns.

Compliance and Safety

- Ensure logistics activity follows Company procedures and site requirements.
- Confirm that transport providers and suppliers meet required standards.
- Support compliance with loading, securing, lifting and transport requirements.
- Ensure relevant documentation is available for specialist or regulated movements.
- Report unsafe conditions, damaged equipment or non-compliant practices.
- Stop or escalate movements where there is a serious safety concern.
- Support investigations into logistics-related incidents or delivery failures.

Systems and Record Management

- Maintain accurate logistics, movement and transport records within approved systems.
- Update plant and equipment locations promptly.
- Record booking references, dates, suppliers, costs and project details.
- Retain delivery notes, collection confirmations and transport documentation.
- Identify duplicate, missing or incorrect records and arrange correction.
- Provide accurate information to Plant, Commercial and Finance teams.

- Maintain a clear and auditable record of all movements and bookings.

Supplier and Driver Coordination

- Maintain professional relationships with approved transport providers, couriers, drivers and suppliers.
- Confirm availability, rates, instructions and response times.
- Monitor punctuality, service quality and reliability.
- Record delivery failures, damage and recurring performance concerns.
- Raise poor performance with the Franki Group Resources Manager.
- Ensure drivers receive accurate site instructions and contact details.
- Avoid use of unapproved suppliers without proper authorisation.

Communication and Stakeholder Support

- Act as the central contact for logistics queries.
- Provide timely updates on deliveries, collections, delays and changes.
- Work closely with operational and plant teams to understand priorities.
- Challenge incomplete, late or unrealistic requests professionally.
- Communicate changes to all affected parties promptly.
- Attend planning calls or operational meetings where logistics input is required.
- Maintain a Group-wide perspective when prioritising movements.

Problem-Solving and Escalation

- Respond quickly to failed deliveries, transport delays and urgent movement requirements.
- Identify practical alternatives and contingency arrangements.
- Keep sites and managers informed of revised plans.
- Escalate issues that may affect safety, programme, cost or client commitments.
- Record recurring issues and support corrective action.
- Follow actions through to completion.
- Avoid committing the business to unapproved cost.

Continuous Improvement

- Identify recurring causes of delay, failed movements and unnecessary cost.
- Improve booking, scheduling and tracking processes.
- Standardise logistics templates, instructions and records.
- Support better use of digital planning and tracking systems.
- Apply lessons learned from delivery failures and project close-out.
- Share practical improvement ideas with the Franki Group Resources Manager.
- Measure whether improvements reduce cost, delay or duplication.

BEHAVIOURAL COMPETENCIES

Accountability and Ownership

- Takes responsibility for accurate and timely logistics coordination.
- Maintains reliable records and follows actions through to completion.
- Escalates risks, delays and cost concerns early.
- Acts with integrity and protects Company expenditure.
- Maintains professional standards under pressure.

Commercial Awareness

- Understands how transport and logistics decisions affect project cost and productivity.
- Challenges unnecessary movements and excess charges.
- Checks rates, dates and cost allocations carefully.
- Supports efficient use of internal resources.
- Avoids unauthorised commitments.

Delivering Results

- Coordinates movements within required timescales.
- Responds quickly to changing operational needs.
- Resolves practical issues promptly.
- Maintains control across multiple projects and bookings.
- Ensures agreed actions are completed.

Collaboration and Communication

- Works effectively with Plant, Operations, Commercial, Finance, suppliers and site teams.
- Communicates clearly and professionally.
- Provides accurate and timely updates.
- Challenges incomplete requests constructively.
- Builds reliable working relationships.

Quality and Attention to Detail

- Checks locations, dates, equipment details, instructions and project codes.
- Maintains accurate system records.
- Identifies missing approvals and documentation.
- Follows Company processes consistently.
- Maintains a clear audit trail.

Continuous Improvement

- Identifies recurring logistics and coordination problems.
- Improves planning, trackers and communication workflows.
- Reduces duplicate bookings, failed movements and avoidable delay.
- Supports improved data quality.
- Measures whether changes deliver practical benefits.

PERFORMANCE AND BONUS MEASURES

Logistics Delivery and Reliability – 30%

Measured against:

- successful completion of planned movements;
- reduction in failed or delayed deliveries;
- timely communication of changes;
- support for project mobilisation and demobilisation;
- responsiveness to urgent requirements; and
- reduction in programme disruption caused by logistics.

Cost Control and Efficiency – 25%

Measured against:

- control of transport and courier costs;

- reduction in unnecessary or duplicate movements;
- accuracy of agreed rates;
- identification and recovery of incorrect charges;
- consolidation of journeys where practical; and
- correct project and cost-code allocation.

Records and Compliance – 20%

Measured against:

- accuracy of logistics and plant-location records;
- completeness of transport documentation;
- compliance with approval and supplier requirements;
- quality of audit trails;
- completion of corrective actions; and
- reduction in missing or incorrect information.

Stakeholder Service and Process Improvement – 10%

Measured against:

- feedback from Plant, Operations and site teams;
- supplier and driver performance;
- quality of reporting;
- timely resolution of problems;
- delivery of process improvements; and
- effective use of logistics systems.

Behavioural Competencies – 15%

Measured against:

- accountability;
- commercial awareness;
- organisation;
- communication;
- collaboration;
- attention to detail;
- integrity; and
- continuous improvement.

A serious failure in safety, compliance, cost control, authorisation or record accuracy may reduce or remove the behavioural element and may affect the overall bonus outcome.

ESSENTIAL EXPERIENCE AND CAPABILITY

The successful candidate should have:

- experience in logistics, transport, plant coordination, construction administration or operational planning;
- experience coordinating equipment, materials or deliveries across multiple sites;
- strong organisation and attention to detail;
- the ability to manage changing priorities and urgent requests;
- confidence communicating with managers, drivers, suppliers and site teams;
- good commercial awareness;
- experience maintaining accurate records and trackers;
- good working knowledge of Microsoft Office;
- experience using logistics, plant, procurement or finance systems; and
- a practical and solutions-focused approach.

DESIRABLE

- Experience in piling, foundations, civil engineering or specialist construction.
- Knowledge of construction plant, transport and site logistics.
- Experience using COINS or a comparable construction management system.
- Experience coordinating abnormal loads or specialist plant movements.
- Knowledge of loading, securing and transport compliance requirements.
- Relevant qualification in logistics, transport, administration or construction operations.

GENERAL

This job description sets out the principal responsibilities of the role. It is not exhaustive. Franki Group UK may reasonably amend the scope and duties to reflect business requirements, following consultation where a proposed change is material.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities and performance measures may be reasonably adjusted to reflect business requirements, development and project allocation, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.

Employee name	
Employee signature / date	
Manager signature / date	