

## **Planning Co-ordinator**

### **Job Description**

As one of the largest national providers of Traffic Management services within the UK, RTS have over 100 employees delivering a quality service 24/7. RTS cover all aspects of Traffic Management including consultancy, planning, drawing and delivery, via a national network of service centres. Now, due to continued growth, we have chosen to diversify an element of our offering, and have created a new role to help us do this.

### **Main Duties**

We are looking for a candidate who is looking to further their career in a Planning Environment, within our busy and dynamic Planning Team in the Traffic Management Sector. We are looking for someone who is enthusiastic, dedicated and passionate to succeed within the role and to expand their knowledge within the business.

The primary role would be:-

- Liaising with clients and councils, collating all information require to successfully complete the request from the client.
- Recording and collating of information, entering into our in-house REPS system.
- Electronic filing of correspondence.
- Quoting, booking in, overseeing and closing down of jobs relating to your specific clients.

### **Other Responsibilities**

- IT Skills, Microsoft Packages.
- Communication, which would be required for all levels of our internal and external partners.
- Working within in a team.
- Organisation.
- Ability to prioritise own work and to work accurately under pressure to meet conflicting deadlines.
- Geographical knowledge, not essential.

**Salary:** Up to £26k per annum