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| **Job Title**  | Fleet Administrator |
| **Department:** | Operations  |
| **Responsible to:** | Transport Manager  |
| **Liaison with**: | Clients, Admin Team, Management Team, Operations, Sales, Project Managers. |
| **Main Tasks and Responsibilities of Job:** |
| We are looking for a Fleet Administrator to assist the Transport Department in the administration duties required to provide an effective and efficient service to clients and colleagues.Typical responsibilities of the job include:* Overseeing the maintenance, inspection and repair of all vehicles in the fleet. This involves scheduling regular maintenance, co-ordinating repairs and ensuring all vehicles meet safety standards.
* Maintaining accurate records of each vehicle in the fleet, including registration details, maintenance history and other relevant documentation. This helps in ensuring compliance with regulations and policies.
* Managing fleet management systems and technologies to track vehicle location, monitor driving behaviour and improve overall efficiency
* Collaborating with suppliers, such as vehicle maintenance providers, fuel suppliers and insurance companies to ensure smooth fleet operations.
* Assist with generating reports and performance data as required
* Manage the full PCN process – logging, tracking, responding to notices, and liaising with relevant authorities and drivers
* Support the Transport Manager in maintaining fleet records and compliance systems
* Liaising with internal staff and clients (via Phone, Email and Face-to-face appointments).
* Answering emails and phone calls for internal and external queries.
* Ensuring Quality Objectives and Delivery Deadlines are met.
* Prioritising workload and managing time sufficiently.
* Meeting targets and deadlines set by supervisor & management.
* Ensure productivity targets are met or exceeded.
* File documentation in logical order
* Operating IT Systems (Microsoft Office etc…)
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| Skills and Experience |
| Qualifications* GCSE Maths & English (Level C or Above)

Skills* Reliable and punctual with good time management skills.
* Proven work experience as administrator.
* Experience with software and databases.
* Strong decision making and problem-solving skills.
* Numerical, technical and IT skills with a great attention to detail.
* Good teamwork skills.
* The ability to understand the scope of works.
* Can deal with change.
* Interpersonal skills.
* Proactively spot potential pitfalls and overcome.
* Polite, friendly manner and good communication skills.
* Careful and methodical approach to work with logical reasoning.
* A trustworthy, honest, and responsible attitude to other people's property.
* A strong team player but who can work on his or her own initiative.
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| **Company Management**  |
| * Continually review internal and external procedures for improved efficiency.
* Investigate ways to ensure special treatment is given throughout the organisation to major accounts.
* Promote good communications at all levels within the division and be a catalyst for proactive improvement within the team.
* Work closely on a day-to-day basis with supervisor, manager, and other team members to ensure efficient communications between departments.
* Participate in the weekly review meeting with management, be responsible for follow up actions as agreed.
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| **Standards:** |
| * Ensure that Company property is maintained at the highest level and faults and defects are promptly reported.
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| **Health and Safety:** |
| * Ensure you always give clients and visitors the correct impression of a quality organisation. To further this aim, it is essential that company property under your control is maintained at the highest level. You need to be aware of your obligations under the health and safety at work act of 1974 and report any faults or defects promptly to your health and safety representative.
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| **Compliance Responsibilities** |
| * Adhere to all Company Policies and Procedures contained in the Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager.
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| **General:** |
| * The above is not an exhaustive list of your duties and you will be expected to perform different tasks as become necessary towards achieving the overall business objectives of the organisation.
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| **Hours of Work:** |
| * 9am to 5pm (half hour unpaid break)
* Working to the needs of the business for 37.5 hours across the week (Monday to Friday).
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Job Holder: …………………………………………….. Date: ……………………………….………

Manager: ……………………………………….……… Date: ……………………….……………..