


Fleet Administrator

	Document Number: FG_HR_P.01 Form 08	Version no: 2	Page Page 1 of 2
Review Date:	25/02/2025	Next Review Date:	25/02/2027

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Job Description

Department/location:	Fleet Dept, based in Honiton
Hours of work:	Part time - 24HPW, flexible over 3-5 days per week
Reports to:	Group Fleet Compliance Manager
Holiday:	25 days + 8 Bank Holidays PA (pro-rotta)
Other benefits:	Company pension, bonus scheme, healthcare scheme, life insurance

General:

The role of the Fleet Administrator is to support the Group Fleet Compliance Manager with compiling data and information from the vehicle fleets of Augean Ltd and Future Industrial Services Ltd to help ensure the Group's continued fleet compliance.

Main Duties:

- Administration of all company lease vehicles, including:
 - Extensions when required.
 - Off lease.
 - Quoting.
 - Monitoring of mileages.
- Maintenance of vehicle mileage report:
- Maintenance of vehicle Tax and MOT reporting
- Administration of fleet insurance claims, liaising with insurers, as required.
- Administration of new/existing driver licence checks.
- Liaise with third party telematic companies, as required.


General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Maintain the physical security of FIS equipment in your possession along with any goods transported in accordance with Company Security policies.
- Maintain the security and confidentiality of Company information and data in accordance with Company IT Security and Data Protection policies.
- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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Person Specification

Qualifications/Training	E / D*	How assessed***
Level 3 qualification in Business Administration or similar	D	CV
Experience		
Min two years working in an administration role	E	CV
Working in Fleet administrative role	D	CV
Specific Post Knowledge/Skills		
High standard of MS Excel user	E	CV/I/PA
High standard of MS Outlook user	E	CV/I
High standard of MS Word user	E	CV/I
Personal Characteristics		
Conscientious - able to work without the need for supervision	E	I
Adaptable to pick up new IT systems, new ways of working	E	I
Good standard of written/spoken English	E	I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment