


Fleet Administrator			
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Job Description

Department/location:	Fleet Dept, based in Honiton
Hours of work:	Full Time 40 HPW, Mon-Fri 0830-1700
Reports to:	Group Fleet Compliance Manager
Holiday:	25 days + 8 Bank Holidays PA
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 from the Augean Group's fleet of vehicles and reporting up the chain to help ensure the Group's continued fleet compliance.

Main Duties:


- Collection and collation of data from various sources such as:
 - CMS Supatrak / Webfleet- vehicle telemetry.
 - R2C - Driver vehicle checks & maintenance.
 - Aquarius Clock Watcher – vehicle / driver compliance.
 - Driver Hire Portal - driving licence check software.
 - DVLA portal.
 - Vehicle insurance providers.
 - Fuel Cards usage.
- Using data to assist in measurement and reporting of safety and compliance statistics:
 - Driver and Driver performance – such as driving licence checks, safety infringements, fault reporting, compliance with procedures and fuel-efficient driving.
 - Vehicle maintenance statistics – planned maintenance, MOT checks, mileage and fuel efficiency.
- Administration of fleet insurance claims, liaising with insurers 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
Using MS Excel to store data, create pivot tables & charts	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