**ROLE PROFILE**

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| **Role Title** | | C&C Plc Fleet Administrator | **Location** | Agile Working/Bristol | |
| **Business Unit** | | C&C GB Logistics | **Job Family** |  | |
| **Reports to Role Title** | | Fleet Compliance Manager | **Sub Family** |  | |
| **No.Direct Reports** | | 0 | **Channel** |  | |
| **No.Locations** | | 0 | **Financial** |  | |
| **Business Unit Respons.** | |  | **Other** |  | |
| **PURPOSE** | | | | | |
| To support the Fleet Manager in the day-to-day management of the vehicle fleet and assets. Undertaking various administrative tasks, completing work accurately and in a timely manner and to be the primary contact for internal stakeholders in relation to all aspects of the administration relating to company cars. To analyse data relating to the fleet and produce reports as required. | | | | | |
| **CORE ACCOUNTABILITIES** | | | | | |
| Liaising with various external suppliers relating to the supply of company cars, commercial vehicles, fuel cards, telematics, vehicle insurance etc. Also deal with all mail relating to the fleet department and liaise with various external bodies as required such as Logistics UK, The Office of The Traffic Commissioner, the police and authorities etc.  Dealing with Penalty Charge Notices and Notices of Intended Prosecution in a timely manner, maintaining accurate records and liaising with depot staff across the business as required.  Maintaining and updating company spreadsheets and management systems as required.  Dealing with fleet enquiries both on the phone and in person.  Where required, being the primary contact on-site for the control and provision of the fleet.  Communicate effectively with other departments to maintain the efficient running of the business.  Prepare spreadsheets and reports relating to fleet analysis and circulate results to Management.  Collating and maintaining all relevant vehicle paperwork.  Completing other general administrative tasks  Ad hoc projects as instructed by Fleet Manager/Compliance Manager | | | | | |
| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** | | | | | |
| Internal  All depot transport teams, Other internal functions and risk administrator.  External  Suppliers, enforcement bodies. | | | | | |
|  | **KNOWLEDGE/ EXPERIENCE/ SKILLS** | | | |  |
| Previous experience within a similar role  Good knowledge of Microsoft products such as Excel, PowerPoint, and Word.  Forward thinking and able to use own initiative.  High level of literacy  Excellent organisation and time planning skills  Attention to detail.  Effective communication skills  Ability to accurately process high volumes of paperwork.  Ability to work efficiently in a busy environment.  High level of IT Literacy | | | | | |
| **PROFESSIONAL QUALIFICATIONS & EDUCATION** | | | | | |
| Fleet administration qualification desirable but not essential | | | | | |
|  | **TECHNICAL/ BEHAVIOURAL/ PERSONAL COMPETENCIES** | | | |  |
|  | An ability to work within a team and work on own initiative is essential | | | |  |

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| **Job Code** |  | **Reward Level** |  | **TW Grade** |  |
| **Salary**  **Survey Ref** |  | **Career Level** |  | **Date Created** | 26th November 2023 |
| **Salary Min** | 30,000.00 | **Salary Mid** | 32,000.00 | **Salary Max** | 34,000.00 |

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