

OUR CORE VALUES



Fleet Administrator

Department: Fleet

Reporting to: Sandra Barrett

Hours: Monday – Friday, 08:00-17:00

Location: Head Office, Cheam

Description

This role is a key part of our Fleet Department and provides essential administrative and coordination support to ensure our vehicles, drivers and compliance processes run smoothly and efficiently. The successful candidate will work at the heart of our fleet operations, supporting scheduling, vehicle safety, maintenance planning and day-to-day communication with engineers and suppliers.

Full training will be provided across all areas of fleet administration, and performance will be routinely assessed based on delivery, accuracy, communication and flexibility.

You will support the Fleet Manager in all aspects of fleet systems, scheduling and administration.

Initial Outline of Key Tasks

General Vehicle Breakdown & Service Administration

- Booking routine maintenance requirements from engineer's comms updates, including breakdowns
- Monitoring and advance booking for Servicing and MOT's
- Control and monitoring of temporary/relief vehicles

- Scheduling appointments with notes on engineer's diary/notification to departments
- Action day to day phone and email enquiries
- Actioning exceptions – chase and update SABRE
- Fines and penalties recording and reporting

Vehicle Accident Administration & Procurement Including

- Liaison/control of employees for timely submission
- Coordinating and approving repairs with suppliers
- Administration of all vehicle insurance related issues

Fleet Admin (Reporting to the Fleet Manager)

- New starter preparation
- Routine checking of vehicles including damage and appearance
- Updating vehicle records in SABRE
- Checking of employees driving license copy held by S&B
- Control of spare vehicle key

Vehicle Tracking & Reporting

- Fitting and removal of devices in the vehicles
- Updating Webfleet database
- Reporting the monitoring of tracking unit efficiency

Requirements

- Full clean drivers licence, held for over 2 years

Benefits of working for us

- Established in 1966 we now employ over 400 members of staff, yet remain a **family run business, with strong family values**
- Envidable reputation for **high staff retention** rates
- Role specific training and development
- **Equal opportunities employer**, with a culture to promote from within
- **Mental Health** awareness and resources
- We promote **cycle schemes** to encourage healthier lifestyles

- Yearly **annual leave increase** after 5 years of service
- Open door policy
- **London Living Wage** employer
- Members of **the 5% club**



Interested in applying?

Please send a copy of your CV to Sandra.Barrett@smithandbyford.com