

# Fleet Administrator

Don't just find a job. Feel it.



The Fleet Administrator provides administrative support for the In-House Repairs Service vehicle fleet. Acting as the central point of contact for fleet-related tasks, the role ensures that trade teams have access to safe, compliant, and fully operational vehicles to deliver essential services.

## Connect with what you'll do

### In the role you'll:

- ▶ Maintain accurate and up-to-date fleet records, including vehicle details, servicing, MOTs, insurance, inspections and warranties.
- ▶ Oversee the lifecycle of fleet assets from procurement or lease through to decommissioning and disposal
- ▶ Coordinate vehicle allocation, replacements, off-road vehicles, and fleet changes and liaise with leasing providers, insurers, garages, and specialist suppliers to support day-to-day fleet operations
- ▶ Maintain and monitor compliance with all legal and regulatory requirements, including MOTs, servicing, insurance, DVSA standards and HSE regulations
- ▶ Manage driver checks, training records, authorisations, fines and related documentation in line with policy
- ▶ Support fleet audits and maintain accreditation schemes such as FORS or equivalent, acting as the main point of contact and ensuring accurate records are available for inspections and reporting
- ▶ Schedule, monitor, and audit routine servicing and support proactive maintenance planning to help minimise vehicle downtime
- ▶ Coordinate breakdowns, emergency repairs and vehicle recovery to maintain service continuity
- ▶ Monitor driver behaviour using telematics data and assist with initiatives to promote safe, efficient and compliant driving standards, including reducing accidents, speeding, fuel consumption and at-fault incidents
- ▶ Manage fuel cards, track usage trends, and investigate any anomalies to support cost-effective and efficient fleet operations
- ▶ Process fleet-related documentation, invoices, and purchase orders in line with financial controls
- ▶ Produce fleet performance reports, compliance data, key performance indicators and management information, ensuring policies and procedures are consistently followed
- ▶ Contribute to initiatives aimed at reducing emissions and improving fleet efficiency
- ▶ Help to ensure vehicles are correctly equipped to improve service delivery and "First Time Fix" rates

## Connect with how you'll do it

### We're looking for someone with experience of:

- ▶ Proven experience in fleet administration, fleet management, transport, facilities, or asset management
- ▶ Strong organisational skills with the ability to manage competing priorities and deadlines
- ▶ High level of accuracy and attention to detail. Strong communication and stakeholder management skills. Proactive, resilient, and solution-focused approach
- ▶ Confident IT skills, including Microsoft Office and fleet management or database systems

### It'd blow us away if you had:

- ▶ Experience within a housing association, local authority, or public sector environment
- ▶ Working knowledge of fleet compliance and vehicle legislation
- ▶ Experience using telematics systems

### The key behaviours we expect in the role include:

- ▶ Role modelling our values: We know our stuff / We make it happen / We care
- ▶ Demonstrating inclusive behaviours, respecting and embracing difference and listening to other people's unique perspective.
- ▶ Communicating passionately and authentically across different channels, adapting your style and methods to meet the needs of a diverse range of customers and colleagues.
- ▶ Taking pride in being organised, prioritising tasks to meet deadlines.
- ▶ Being self-motivated and able to work without close supervision.
- ▶ Being a great team player and doing what it takes to keep the business moving forward.
- ▶ Working in a methodical way with excellent accuracy and attention to detail.
- ▶ Championing collaborative working across the organisation.
- ▶ Taking ownership and being tenacious to make things happen.
- ▶ Building trust by doing what you say you will.