

Compliance Admin Assistant

Greenergy is a privately owned company with a global supply chain responsible for both production and distribution of biodiesel and road fuel across the UK. We sell around 200 million litres of fuel every week to customers including major oil companies and supermarkets.

We are currently looking to recruit a Compliance Admin Assistant to join our team based in Essex. You will be working full time Monday to Friday and be responsible for: Assisting compliance department to ensure that business meets legal obligations around O' Licence requirements and supports the team to ensure operations are run effectively.

Main duties and responsibilities:

- » Online driver licence checking
- » Manage Smart Manager – ensure all shifts are accounted for (Working time directive)
- » Key Fuels Management
- » Drivers pre-start checks – ensure every shift accounted for and logged
- » Manage vehicle defect log – liaise with Fleet dept. for any which have not been received
- » Maintain vehicle files – ensure all documents are included and valid
- » Raise PO's for Compliance dept.
- » Agency Declarations are logged and filed
- » Produce Driver Infringement reports & retain signed copies for filing
- » Liaise with drivers around Infringement queries and help demonstrate good practise
- » Produce weekly KPI reports
- » Audit driver Tachographs
- » Book drivers ADR course's
- » Maintain drivers training files
- » Ensure New Starter packs are fully completed and added to internal database

Key working relationships

Working closely with the compliance manager, the candidate will provide support and assistance to a high level with the expectation to cover work while Compliance manager is out in the field. Candidate will also work closely with the Fleet department and the National Fleet and Operations support manager.

Job experience and skill requirements

- » Basic understanding of VOSA regulations
- » Clear and effective communicator
- » Ability to make independent decisions and work as part of a team
- » Welcomes and embraces change
- » Good level of skill in Microsoft products
- » Ability to prioritise and manage busy workload
- » Excellent attention to detail
- » Ability to work to strict deadlines

Greenergy offer excellent career progression opportunities along with company benefits which include private medical and travel insurance. To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience to Deborah.rees@greenergy.com

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for this role.

If you should have any queries regarding this position please call Debbie Rees 01827 302298

No agencies.