

# Fleet Operations Support Administrator

Tamworth, Staffordshire

Entrepreneurial zeal and a drive to do things differently have spurred Greenergy to grow from a bedroom start-up to become the UK's leading fuel supplier. Good customer service is central to our mission and we constantly strive to be a company that's easy to deal with by streamlining procedures and eliminating bureaucracy. Choose to work for Greenergy and you'll find that we are welcoming, logical and efficient. We endeavour to approach the status quo of an established industry with fresh eyes.

We are currently looking to recruit a Fleet Operations Support Administrator to join our busy team based in Tamworth. Reporting to the Fleet Engineering Manager you will be responsible for, ensuring the companies' ADR fleet is roadworthy and complies with all legislation whilst providing a comprehensive administrative support to the Fleet Department.

## Main Duties and Responsibilities:

- » Updating the fleet management system
- » Monitoring and daily reporting of Vehicle Off Road (VOR)
- » Communicating/challenging repair agents on repair times
- » Interrogation / Scanning / Filing of all inspection reports and defects
- » Raise PO's for fleet maintenance
- » General admin of Insurance database
- » Schedule routine maintenance for all fleet (PMI/MOT/TTEST/ADR)
- » Maintain the Fleet Compliance records/database - ensure there is zero none compliance
- » Keep live databases up to date
- » Tax vehicles.

## Key Working Relationships:

- » Working as part of the newly developed Fleet Maintenance department, this is a great opportunity for someone with determination to succeed and grow alongside the department.
- » You will be working directly for the Fleet engineering manager, but also with the compliance department and the National Fleet Manager.

People are key to our continuing success; we work hard to reward, develop and retain staff. We offer a competitive salary, career progression opportunities, along with a comprehensive benefits package which includes;

- » 25 days holiday per year, increasing by 1 day after 5 years' service for every full year up to a maximum of 30 days plus bank holidays
- » Private Medical Insurance
- » Worldwide Travel Insurance
- » Company Pension
- » Life Insurance cover of 4 times basic salary
- » Eye Care Vouchers, Flu Jobs
- » Ride to Work Scheme
- » Access to a discount site for things like eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Excellent staff facilities.

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter in support of your application. 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 interview.

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

**NO AGENCIES - Thank you.**

The Greenergy logo features the word "Greenergy" in a bold, dark blue, sans-serif font. A thin green vertical line is positioned to the left of the text, extending from the bottom of the page towards the top.