

Fleet Administrator



THE ROLE AND WHAT TO EXPECT

- Maintaining vehicle service, maintenance, MOT, Tax and V5 records and documents for company vehicles and pool cars.
- Ensuring Vehicle check records are completed and administering logs of the records.
- Escalating where the checks are not completed in line with the company process of escalation
- Processing driving for work applications and carrying out employee driving license checks in accordance with company policy.
- Managing the grey fleet checks, license checks and managing the copy of documentation for grey fleet such as insurance MOT and service history as required.
- Co-ordination and application of fines against employees and analysis of trends
- Administering and coordinating issue of new and replacement vehicles
- Co-ordination of pool vehicles and driver log
- Co-ordinating and administering the scheduled service and maintenance of company vehicles
- Co-ordinating and administering the repair of company vehicles
- Negotiate and establish repair cost or parts pricing with commercial vendors.
- Arrange hire vehicles as required
- Collation and analysis of information to include:
 - Mileage and fuel costs
 - Service schedules and maintenance histories
 - Car availability and vehicle locations

WHAT YOU WILL NEED TO SUCCEED

- Proven administration experience
- Previous experience managing client orders and processing of invoices
- Strong PC skills in MS Office in particular Excel and Word.
- “Can do” attitude
- Be reliable and consistent
- Demonstrate a confident and determined approach
- Have a high degree of enthusiasm and self-motivation
- Demonstrate a methodical approach and ability to meet deadlines
- Have excellent time management and organisational skills

ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions. Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 18 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees.



WHY WORK FOR US

Whether you work at our flagship head office, at one of our 14 regional offices, or at one of our client residencies, a job at adi is fast-paced and promises variety, progression and opportunity.

We are dedicated to creating a winning team with a strong work ethic, a commitment to excellence and above all, a passion for engineering.

HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: www.adiltd.co.uk or send your cv to recruitment@adiltd.co.uk

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs, marital status, or pregnancy or maternity.