



SERVICES

FLEET ADMINISTRATOR 12 Months Maternity Cover

Key Objectives

We are looking for an organised and proactive **Fleet Administrator** to join our team on a **12-month maternity cover**, supporting the smooth day-to-day running of our fleet. You'll deliver an **A-class service** across the Altrad Group, ensuring fleet records, documentation, orders and reporting remain accurate and up to date.

OUR VALUES



Courage



Solidarity



Humility



Conviviality



Respect

Main Activities (main day-to-day activities and the outputs of the role the individual is expected to deliver)

Your responsibilities will include:

- Managing the administration of new vehicle hires, including checking vehicle information, raising bookings and requisitions, and updating purchase orders.
- Managing driver packs, including obtaining required information, adding drivers to the relevant systems and issuing documentation.
- Supporting the Grey Fleet process, including new starter documentation, compliance checks and approvals.
- Managing and responding to Accounts Payable (AP) queries.
- Completing Goods Received Notes (GRNs) for relevant open purchase orders once delivery has taken place.
- Monitoring and managing high-risk driver and driving licence expiry notifications.
- Supporting the weekly management of new starters and leavers.
- Completing regular Davis system cleanses to ensure accurate and up-to-date information.
- Monitoring orders awaiting purchase orders, as well as damages and fines, ensuring these are appropriately actioned.
- Managing overdue Grey Fleet data, including new starters, leavers and outstanding tasks.
- Producing monthly fleet reports covering hire spend, fuel spend, damage spend and top five drivers by mileage.
- Producing monthly Grey Fleet reports covering driver numbers, outstanding tasks and repeat offenders.
- Working closely with the Senior Fleet Administrator and wider Fleet team to ensure deadlines and service levels are met.

We're looking for someone who is:

- Highly organised with excellent attention to detail.
- Confident working with data, systems and spreadsheets.
- Comfortable managing multiple tasks and competing priorities.
- A strong communicator who can build positive relationships with colleagues, drivers and suppliers.
- Proactive and willing to challenge information when something doesn't look right.
- Able to work independently while also being a strong team player.
- Reliable and comfortable working to regular weekly and monthly deadlines.

