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Fleet Administrator (BCS Group)

The Role:

The Fleet Administrator will support the Fleet Coordinator with the day to day management of the fleet operation. Responsible for managing the shared fleet mailbox for all incoming enquiries, transfers and off hire requests. Processing cross hire orders for new vehicle hires and generating charges within the invoicing system, coordinating off hire requests and general customer service queries.

BCS Group, part of the Barhale Group, is a privately owned company first established in 1980. BCS Group is a leading supplier of safety and construction products and services that operates from our central manufacturing and distribution centre in the Midlands.

Key Responsibilities:

Van Hire Process

Managing the hire process for all van requests, completing all necessary driver checks to ensure the allocated driver has completed a driver mandate.

Liaise with preferred suppliers to source vehicles and raise hire orders within Redsky.

Create on hire contracts within syrxn to invoice drivers ensuring on hire dates and rates are accurate.

Input all new short and long term vehicles to the company Motor Insurance Database (MID) and remove when off hired. Add all vehicles to the Congestion Charge and Dart Charge account where applicable.

Fuel Cards

Request fuel cards for all new vehicles. Coordinate the delivery from supplier to head office, and from head office to regional contact.

Manage fuel card register adding all new cards received, and removing all cards for vehicles off hired.

System Reconciliation

Monthly reconciliations required for supplier, Redsky and Syrxn on hire reports.

All queries to be investigated and closed out efficiently and fed back to management with root causes.

Vehicle Damage

Process damage notifications in the system, recharging allocated drivers. Liaise with region contacts for high value charges. Raise orders within Redsky for damage costs.

General

Support the Fleet Management team within any projects as required.

Key measures & targets:

Accuracy of hires processed

Queries during reconciliations

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Key relationships:

Transport & Fleet Manager
Fleet Coordinator
Fleet Suppliers

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Knowledge of Microsoft Office
Good administrative and organisational skills
Able to complete tasks and meet deadlines

Desirable

Experience of working in a hire or fleet management team
Product knowledge would be beneficial
Commercial understanding

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

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The Barhale logo consists of a yellow circle with a white dot inside, followed by the word "Barhale" in a bold, white, sans-serif font. The background of the top section of the page is a photograph of two construction workers in orange high-visibility gear and white hard hats, standing on a metal railing against a blue sky with white clouds. One worker's jacket has "Barhale" and "BE SAFE" printed on it.

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.