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Fleet Administrator

The Role:

The Fleet Administrator will support the Fleet Coordinator and Fleet Supervisor 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.

Key Responsibilities:

Commercial Vehicle Fleet

Responsible for all aspects in relation to the commercial owned van fleet including, vehicle compliance, vehicle tax, assessing and approving damage and maintenance work.

Coordinate the short term vehicle hire process for all cross hire van requests, liaise with preferred suppliers to source vehicles and raise hire orders within the system.

Create charges within the system to invoice drivers ensuring on hire dates and rates are accurate.

Complete all necessary driver checks to ensure the allocated driver has completed a driver mandate.

Arrange vehicle livery for long term hire requests.

Maintain the Motor Insurance Database (MID) ensure that all new hires are added and off hires are removed.

Maintain the DART (Dartford Charge) and TFL (Transport for London) accounts.

Managing vehicle telematics, completing adhoc reports for regional Operation Managers.

Process driver infringements, logging all infringements and closing out outstanding penalties.

Company Car Fleet

Responsible for processing hire orders for new leased cars in the system and arranging vehicle reallocations for new starters.

Respond to company car driver enquiries, coordinating vehicle movements and replacements.

Asses and approve damage and maintenance work with the Fleet Coordinator and Supervisor.

Fuel Cards

Request fuel cards for all new long term vehicles, coordinate delivery from supplier to regional contact or driver.

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

Complete monthly commercial van fuel spend reports.

System Reconciliation

Complete weekly reconciliations for cross hire vehicles; suppliers, DART, TFL, MID and syrx on hire system reports.

All queries to be investigated and closed out efficiently and fed back to Fleet Coordinator and Supervisor with root causes.

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Vehicle Damage

Process damage notifications in the system, recharging allocated drivers. Liaise with region contacts and Fleet Supervisor for high value charges.

Raise workshop jobs within the system for damage costs.

Key measures & targets:

Accuracy of hires processed

Queries during reconciliations

Maintenance of fuel card register, DART and TFL

Key relationships:

Fleet Coordinator

Fleet Supervisor

Hire Manager

Transport Supervisor

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

Experience of working in a Hire, Transport or Fleet management team

Desirable

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 BCS Group:

BCS Group, a subsidiary of Barhale Holdings Plc, is a privately-owned company. We are a leading supplier of safety and construction products and services that has depots in both the Midlands and Scotland. We pride ourselves on providing a first-class service to all our customers, ensuring the right product or solution is delivered to the right location on time. With



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over 5,000 items within our core range, BCS Group can fulfil any order and ensure it is delivered direct via our own dedicated transport fleet or those of our partners.

Manufacturing: Our capabilities include standard and bespoke signage, labels, temporary and permanent road traffic signs and bespoke steel fabrication/installation which includes foot bridges, walkways, flooring, guardrails, ladders and tunnelling products.

Extensive Stock Range: Distributor of leading industry brands in PPE & clothing, traffic management, safety & lifting and site equipment products. These include Bollé, Pulsar, Globus, Rock Fall, Progarm, Portwest, Melba Swintex, Oxford Plastics, JSP, Nissen, Carters, Orafol, Crowcon, Radiodetection, Dräger, Ridgegear, and Plant Nappy.

Safety Equipment Servicing: Specialist safety & lifting repair, calibration and inspection since 1999. We have our own purpose-built maintenance and calibration facility for gas detection, cable avoidance, breathing apparatus and lifting equipment which along with our fully equipped mobile calibration unit is where all maintenance and repairs are carried out. Our staff are trained and fully qualified in maintenance, calibration and inspection of a full range of specialist safety & lifting equipment.

Our People: With a direct work force philosophy, the company culture is driven by our core values, which describes how we act day-to-day. We ensure all your needs are met through our national call centre and dedicated account management.

Triple Accreditation: ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 50001:2011 standards, which means our customers can have complete confidence that we have an ongoing commitment to be a safe, efficient and responsible partner.

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to vacancies@bcsgroup.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.