

ROLE DESCRIPTION: Fleet Administrator	
<b>Reports to:</b> Administration Team Manager	<b>Responsible for:</b> <ul style="list-style-type: none"> <li>- Maintain fleet databases, track vehicle usage, monitor fuel consumption, and produce performance reports to support operational efficiency</li> <li>- Coordinate vehicle servicing, repairs, equipment installations, and licence checks to ensure fleet readiness and adherence to safety regulations</li> <li>- Assist the Fleet Manager with invoicing, audits, toolbox talks, and insurance claim documentation following accidents or incidents.</li> </ul>
Role purpose:	
<p>To be an enthusiastic colleague, committed to providing the highest possible standard of service to customers and giving guidance, support and direction as appropriate.</p> <p>To be accountable for delivering the highest possible standard of Fleet Administration to both internal and external customers.</p> <p>To identify opportunities for improvement and address any concerns, providing guidance/training/feedback to support service delivery.</p> <p>Act as a positive member of the Support Services Directorate team, collaborating with other colleagues across departments and supporting a culture that delivers results and service excellence, and promotes the Karbon values and brand.</p>	
Key responsibilities:	
Teamwork:	
<ol style="list-style-type: none"> <li>1. Contribute to the success of your team through the delivery of Fleet Management services, as a member of the Support Services Team.</li> <li>2. Collaborate with, and support others in the team, creating a team environment that enables everyone to perform at their best.</li> <li>3. Act as a role model for the Group's values and culture.</li> <li>4. Embed structural and cultural business change and service improvement, through collaboration and implementation of service strategies and plans.</li> </ol>	

### Delivery:

5. To assist with the annual review/audit of driving licences held by designated drivers of company fleet vehicles.
6. Support effective maintenance of vehicles and reducing vehicle downtime by coordinating repairs, tyre changes, ad-blue use, tracker & limiter installations and van swap-overs.
7. To provide administrative support to the Fleet Manager in ensuring that vehicle maintenance, repairs and associated records are kept up to date.
8. Produce and circulate regular reports from the fleet management database outlining driving styles, fuel use, start/finish times & out of hours use
9. Maintain the fleet database and tracker system, by coordinating quarterly fleet audits, weekly van checks and accurately updating the system.
10. Assist the Fleet Manager in the delivery of toolbox talks relating to fleet management.
11. Any administrative duties associated with fuel cards including the issuing of new cards, assisting the Fleet Manager in validating invoices, monitoring consumption and maintaining all records accurately.
12. Coordinate the documentation and resolution of fleet-related accidents, including liaising with insurance providers to manage claims efficiently and ensure timely settlements
13. Accurately code and categorize fleet-related invoices in alignment with internal budget structures, ensuring prompt processing and reconciliation within financial systems.
14. This list is not exhaustive and the postholder will be expected to undertake responsibilities and tasks deemed commensurate with the post.

### Organisation wide:

15. Deliver financially viable and economically effective products and services, seeking to maximise resources and social value.
16. Ensure all systems and processes deliver operational excellence, driving continuous improvement and innovation.
17. Ensure that services fully comply with all organisational policy and procedures.
18. Ensure that risks within the directorate's activities are identified, removed or minimised.
19. Create a safe and healthy working environment, ensuring all systems of work, policies and procedures are fully and consistently applied.
20. Responsible with the Management team for the effective utilisation of Group assets.
21. Promoting the values of the Group at all times and demonstrating a high level of commitment to diversity and inclusion.
22. Ensure that Karbon homes complies with all legal, regulatory and health and safety requirements.

The Fleet Administrator role is part of the Support Services Team. As with all Team member positions there are also specific responsibilities and delegated powers in relation to financial and operational matters, regulatory compliance and information security. These are not all listed here and will change over time as the organisation continues to grow and develop.

## PERSON SPECIFICATION: Fleet Administrator

### Experience and qualifications:

- a. A strong record of demonstrable achievement, in an organisation of comparable size and complexity to Karbon Homes, in the provision of administrative support (D).
- b. Experience of working in partnership with stakeholders to deliver excellence (E).
- c. Track record of developing and sustaining effective partnerships (E).
- d. Relevant qualification, or equivalent work experience, and evidence of continuing professional development (D).  
Proficiency in Microsoft Office and fleet management software
- e. Full, valid UK driving licence (E).

### Knowledge:

- f. Knowledge of current and future challenges facing property services (D).
- g. Comprehensive working knowledge of repairs and voids services (D).
- h. Knowledge of health and safety and manual handling procedures (D)

### Skills:

- i. Good level of written, presentation and interpersonal communication skills (D)
- j. Ability to work collaboratively across departments and influence others (D)
- k. Ability to think ahead, spot opportunities and take appropriate action (D) Knowledge of vehicle maintenance and compliance standards (E)
- l. Flexible approach and a willingness to adapt to and work effectively within a variety of situations (D)
- m. Ability to work individually or as part of a team (E)
- n. Ability to use judgement and take ownership of decision making. (E)
- o. Ability to prioritise workload and work well under pressure to meet targets and deadlines. (E)

### Attributes:

- p. Transparent and open, acting with integrity and able to build high levels of trust. (E).
- q. Committed to diversity and inclusion (E).
- r. Champions innovation and encourages ideas. (E).
- s. Resilient and able to work under pressure. (E).
- t. Collaborative and inclusive. (E).
- u. Support the development of, and actively role model and champion the Karbon vision, values and purpose (E).