**About the role**

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| **Role**  Fleet Operations Administrator | **Location and hours**  Coalville Site based  40hrs Monday to Friday 8am – 5pm |
| **Band**  Operative | **Salary**  Fix Term 9 months (Maternity Cover)  £ 28,922,40 plus benefits |
| **Who are You?**  As a Fleet Operations Administrator, you will be involved in providing administrative duties to aid the smooth running of the Fleet Operations Department, reporting into the Fleet Operations Manager, the principle objective of this role is to ensure that all administrative duties are processed promptly and provide support to the Fleet Operations team, this will be including be not limited to processing invoices, dealing with enquiries via email, phone and post all in relation to our defleet vehicles. | |
| **What you’ll be doing**  You will be working alongside the Logistics, Workshop Controller and the Parts Advisors team providing administrative duties to assist in the smooth running of the departments, you will also be liaising with other departments on site from time to time. | |
| **Minimum criteria**   * Excellent IT Skills – Knowledge of Word, Excel, Outlook * Previous knowledge of the motor industry would be desirable but not essential * Previous experience of delivering results in a pressurised environment * Full Driving Licence | |
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| **What’s in it for you?** |  |
| |  |  | | --- | --- | | A blue hand symbol on a black background  AI-generated content may be incorrect.A blue and white logo  AI-generated content may be incorrect. | A competitive salary that your skills and experience deserve    Discretionary annual bonus based on company values and your performance | | A blue calendar with a refresh arrow  AI-generated content may be incorrect. | Holiday flexibility with 28 days off (excluding all 8 Bank Holidays) | | A blue piggy bank with a coin  AI-generated content may be incorrect. | 15% non-contributory pension (9% during probation), to help ensure you’re financially secure in your later years | | A blue heart with a line of pulse  AI-generated content may be incorrect. | Peace of mind with:  - Private Medical Insurance  - Life assurance at four times basic salary  - Health screenings for the over 50s  - Access to healthcare apps | | A blue and black icon with a heart  AI-generated content may be incorrect. | Continuous professional development with our ‘myLearn’ platform providing a toolbox of training resources and opportunities to enhance your skills | |  |  | | A blue heart in a hands  AI-generated content may be incorrect. | A diversity and inclusion policy that means you’ll be part of a vibrant and diverse workforce where everyone can shine | | A blue and white heart with a hand in the shape of a heart  AI-generated content may be incorrect. | One volunteering day a year to positively impact on the community through our volunteering platform, plus other charitable giving opportunities | | A blue and white logo  AI-generated content may be incorrect. | Discounts from lots of retailers as well as discounted gym membership | | A blue tag with a percent sign  AI-generated content may be incorrect. | On-site employee restaurant | |  |

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If you’re ready to lead a team focused on quality and innovation in vehicle refurbishment, then rev up your engine and apply now. Let’s transform mobility together.