

JOB DESCRIPTION

Job Title	Fleet Administrator
Reports to	Vehicle Administration Manager
Team/Department	Sales
Overall purpose of role	<ul style="list-style-type: none"> To provide administrative support to the Vehicle Administration Department, Fleet Sales Team and our Dealer Network.
Key Responsibilities	<ul style="list-style-type: none"> Assist the Fleet Sales team with stock availability, order allocation and progression on builds Liase with allocated bodybuilders, PDI Centres and subcontractors to meet delivery schedules Generate, issue and maintain vehicle documentation i.e. Certificates of Conformity and vehicle approval documents Generate and issue PO's for suppliers Undertake invoice checking and authorisation Undertake vehicle invoicing and cost control Co-ordinate vehicle transport bookings and delivery planning Issue PDI requests and arrange ancillary fitments Process vehicle warranty activations and generate customer care plans Process vehicle registrations on the DVLA RaV web service Undertake data entry and maintain filing systems Provide departmental holiday and sickness cover Carry out any other general administration duties, as required by the department
Skills & Qualifications	<ul style="list-style-type: none"> Excellent communication skills Excellent Microsoft Office and general IT skills Attention to detail and accuracy The ability to multitask and prioritise your workload is essential <p>Experience within the automotive industry, including multi-stage build and knowledge of a DMS & the DVLA RaV web service would be advantageous.</p>
Working Hours	Monday to Friday: 9am to 5pm

This is a **full-time role based** at our head office in **Hatfield**, Hertfordshire.

To apply for this position, please send your CV, along with a covering letter and your salary expectations to vacancies@isuzutruck.co.uk