Downloaded from <https://www.velvetjobs.com/job-descriptions/fleet-administrator>

# Example of Fleet Administrator Job Description

Our innovative and growing company is looking to fill the role of fleet administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fleet administrator

* To develop and maintain comprehensive and up to date databases that include Driver Entitlements, vocational training, Driver CPC, Driver Compliance, Branch Transport Compliance and fleet list of Commercial Fleet and Manual Handling Equipment
* Facilitate on-going inductions and training requirements to meet Customer, Legislation, Industry, Trade Organisations (FORS) requirements and as instructed for the Contract Merchanting Division Branch Network
* Administer monthly data reporting that form part of the Contract Merchanting Division Board Reports
* Monitoring of Fleet Audit outcomes via the appointed providers and facilitate reporting and Branch support under direction from the Divisional Transport Development Manager
* The role also involves providing specialist fleet admin support and training to other Branch employees and will involve visits to Branches
* Sourcing of appropriate Vehicles for the Fleet Car schemes
* Organising vehicle collections and deliveries for all Fleet Car Schemes
* Ensure validity and accuracy of all Fleet Car Scheme documentation
* Quoting for all new Fleet Car requests within set SLA
* Maintenance of all Fleet Car Schemes databases on our kestrel system

## Qualifications for fleet administrator

* A high standard of written, numeracy and spoken English
* Strong service ethic and customer focus
* Well motivated, knowledgeable and enthusiastic user of processes and systems
* Resilient and resourceful team member with good organisational skills and the ability to communicate effectively
* Confidence to challenge existing processes and strive for continual improvement
* Investigation and reconciliation of queries raised from the Fleet Car Scheme helpdesk via phone or