



Job Description

Fleet Administrator -Dash Express

Ref: 165-51

Overview

The Dash Group, based in Redruth, provides a diverse range of services to businesses and consumers. Dash Logistic Services offers distribution, fulfilment, vehicle hire, vehicle sales and self-storage throughout the South West and beyond, Dash Convenience Stores serve local communities in Cornwall and DWN supplies maps and other fast-moving goods to retailers and consumers across the UK.

We are now looking to recruit a Fleet Administrator to play a key role in a busy environment providing a prompt and professional support service to our distribution business, Dash Express. This role will work closely with the General Managers and Head of Division. The Fleet Administrator will report directly to the Head of the Division. It will involve taking responsibility for all administration and support to the different operations within Dash Express

Main Duties & Responsibilities

Insurance

- Liaise with insurance company to ensure correct vehicles are on cover
- Communicate changes to vehicles on cover for service & maintenance
- Communicate temporary vehicles on cover
- Ensure all accidents and potential claims are communicated
- Ensure all vehicles have a working dash-cam fitted at all times, including all temporary vehicles
- Ensure dash cam footage is downloaded promptly following any reported incident

Vehicle Maintenance & Defects

- Ensure our fleet management system is always up to date with correct information
- Manage fleets based at all our sites
- Manage maintenance and repair of fleet and limit VOR time
- Ensure manufacturer service intervals are met
- Monitor vehicle mileages on a weekly basis
- Procurement of parts
- Book vehicles in for maintenance/repair
- Manage maintenance/repair costs and review suppliers
- Arrange, monitor and record vehicle servicing/safety checks
- Regular checks of the fleet monitoring vehicle damage
- De-fleet of vehicles, removal of signwriting and preparation for sale

Email contact@thedashgroup.co.uk *Telephone* 01209 313130 *Website* www.thedashgroup.co.uk



Dash Group (SW) Ltd
Barncoose Industrial Estate, Redruth, Cornwall, TR15 3RQ
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- Review all reported vehicle defects promptly
- Ensure no un-roadworthy vehicles are used
- Arrange for all defects to be rectified in a timely manner
- Work with drivers and managers to educate on vehicle checks and defect reporting

Vehicle Fleet

- Source additional temporary vehicles where required
- Ensure fleet mix is correct for each operation
- Arrange purchase and fitting of vehicle accessories
- Maximise vehicle utilisation

Additional Tasks

- Review dashcam events daily
- Investigate vehicle incidents
- Investigate unreported damage
- Liaise with outside contractors to repair damage to 3rd party property
- Weekly management reports
- Monitor vehicle tracking for speeding and driver misuse
- Liaise with HR regarding vehicle incidents and potential driver misuse
- Driver assessments
- Checking in and out of rental vehicles
- Other duties as required to support alternative business units across The Dash Group

Personal Specification

Essential

- Previous experience within the vehicle industry
- Strong administration skills
- Organised with good attention to detail
- Confident in dealing with people on the phone and in person
- Confident with figures
- Proactive approach to tasks
- Adaptable

Desirable

- Full driving licence valid in the UK

FORS

The Dash Group have achieved a Bronze accreditation in the Fleet Operator Recognition Scheme (FORS).

There are many requirements that must be met by the company prior to being audited such as; policies, procedures, risk assessments, method statements, records and data relevant to health and safety and employee training and development.

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It will be the Fleet Administrators role to work with managers to help keep this accreditation.

The Fleet Administrator will also be:

- Responsible for vehicle maintenance
- The Fuel and Emissions Champion
- The Road Risk Champion

Further Information

Reporting to: The Head of Division – Dash Express

Based: Redruth Site (TR15 3RQ)

Hours of Work: Full time

Salary: Dependent on experience.

Holiday Entitlement: 5.6 weeks per year (including Bank Holidays).

Start Date: Immediate

Applications

In writing only with a covering letter, including salary details and CV, to jobs@thedashgroup.co.uk .

Please quote the reference number on your application.

Please note that we cannot accept applications without a covering letter.

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