

# Job Description: Fleet Administrator



Function:	Transversal - Finance
Position:	<b>Fleet Administrator</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	John Ruiz-Molina - National Transport Manager
Additional reporting line to:	N/A
Position location:	The Data Centre, 310 Broadway, Salford, MCR, M50 2UE - HYBRID

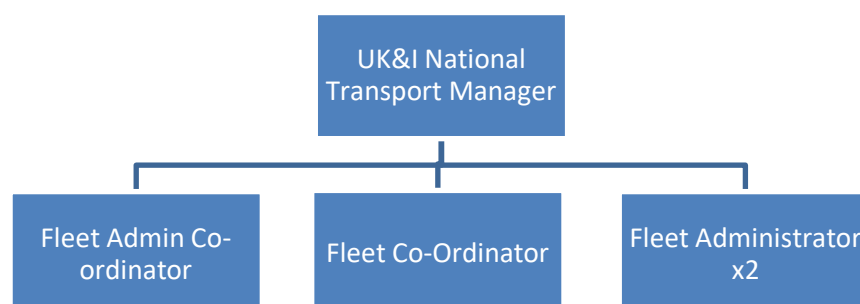
## 1. Purpose of the Job – State concisely the aim of the job.

- To administer the Sodexo vehicle fleet in line with company policies and procedures. To support company vehicle drivers and managers in respect of company car and commercial vehicles, accident management, insurance, vehicle ordering, legislative and statutory compliance. To provide key business managers and statutory bodies with accurate and timely reporting of fleet information.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		<ul style="list-style-type: none"><li>Supporting all Sodexo segments, including subsidiary companies, within the UK &amp; Ireland business in respect of road transport provision.</li><li>Providing administrative &amp; legislative support for all road registered vehicles within the UK &amp; Ireland including cars, light commercial, HGV, PSV, Electric and Road Registered Plant equipment.</li></ul>							

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Flexible approach during busy periods
- Working to deadlines
- Ability to multitask and manage multiple tasks at once

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Fine administration
- Administration of the Sodexo Fleet Database
- Dealing with driver/manager fleet queries including colleagues from the IE region
- Commercial vehicle hiring
- Management of MIDAS mileage system for company car drivers
- Mileage capture for all Sodexo commercial vehicles
- Various admin tasks including but not limited to MOT & Service Reminders, ordering of fuel cards, reporting

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To support the National Transport Manager with any tasks relating to Fleet Administration and assist with day to day queries
- Liaise with internal/external customers to obtain information/data to maintain the relevant systems for production of internal and statutory reporting
- Use and accurately maintain systems within SAP HR thus ensuring correct P11d benefit in kind entitlements are allocated
- Escalate and seek support from the National Transport Manager for help with legislative and complex queries relating to transport activities
- Analysis of fuel spend data from the Sodexo fuel card provider
- Management of MIDAS mileage management system ensuring compliance with HMRC regulations
- Management/Collation of mileage readings from the commercial vehicle fleet to assist with vehicle service/maintenance intervals
- Hiring of commercial vehicles as and when required ensuring the hire process is followed correctly and appropriate vehicle specification is selected
- Relevant reports to be produced and distributed within agreed timescales
- Any other tasks as reasonably requested by the National Transport Manager

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- GCSE English & Maths grades A – C or equivalent
- Experienced administrator with accurate keyboard skills and excellent attention to detail
- Ability to quickly adapt to changing priorities
- Strong understanding of commercial vehicle specification
- PC Literate, an intermediate knowledge of Microsoft products is essential (Word, Excel and Outlook)
- Good verbal and written communication skills

- Well organised with the ability to work to tight deadlines
- Able to work cooperatively within a team as well as on own initiative
- Proven experience of communicating at all levels within an organisation using a variety of methods; email, telephone, letters, etc.
- Strong understanding and respect of confidentiality
- SAP Accounting / HR System experience desirable
- Knowledge of transport legislation such as Operator Licence, Road Traffic Act, etc. desirable

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ HR Service Delivery
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	

**9. Management Approval** – To be completed by document owner

Version	1	Date	18/10/2024
Document Owner	John Ruiz-Molina		
Manager Signature			
Job Holder Signature			