



Fleet Coordinator

job description



the finer details

Which site am I based at?

YVHQ

Which team am I a part of?

Development

Who do I report to?

Senior Innovation Manager

Who do I look after?

N/A

Team size?

N/A

Do you have responsibility for a budget?

N/A

Qualifications &

Experience

Essential:

♥ Experience:

Proven experience in administration tasks

♥ Qualifications:

N/A

The purpose of your role

The Fleet Coordinator will support the Development team by providing analysis and administrative assistance in managing the Yeo Valley pool and company car fleets.

Key responsibilities:

- ♥ Administer the company car and pool car fleets, ensuring accurate records for vehicle ownership, servicing, mileage, costs, fuel keys, replacements, and compliance with company policies.
- ♥ Coordinate vehicle maintenance, repairs, and servicing for company cars and HQ pool cars.
- ♥ Maintain accurate records for vehicle usage, maintenance schedules, and driver qualifications.
- ♥ Oversee the acquisition, disposal, and replacement of vehicles in line with company needs.
- ♥ Manage YVHQ pool car requests and ensure efficient allocation.
- ♥ Perform monthly checks on vehicle insurance, MOT, and breakdown cover for the entire fleet.
- ♥ Administer the annual road tax process for all vehicles.
- ♥ Conduct weekly visual checks on YVHQ pool cars to ensure they are in good condition.
- ♥ Act as the primary point of contact for company car co-owners, providing support and necessary information.
- ♥ Update Payroll and Finance with all relevant vehicle changes and information for company car owners.
- ♥ Prepare the YVHQ Pool Car Budget.
- ♥ Analyse fleet performance and recommend and implement improvements for operational efficiency, with a focus on cost-saving measures.
- ♥ Attend regular supplier meetings with the Fleet provider addressing any issues and be instrumental in monitoring fleet performance for efficiency and any restructuring requirements.
- ♥ Attend Monthly "Fairer Supply Chain" working group meeting in an administrative role taking actions and circulating to group, sending pre-meeting reminders.

What good looks like for this role

General Profile:

This role requires good organisational skills, a proactive mindset and the ability to handle multiple responsibilities. A drive for operational efficiency, team collaboration, and continuous improvement is required. The role combines

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- ♥ **Teamwork –**
Ability to collaborate effectively with cross-functional teams and provide leadership in your area of expertise while offering support to colleagues as needed.
- ♥ **Problem solving –**
Demonstrated ability to tackle multiple issues simultaneously.
- ♥ **Communication -**
Strong verbal & written communication skills with the ability to present ideas and data clearly internal stakeholders.
- ♥ **Driver's License-**
A valid driver's license is required.

Desirable Skills:

- ♥ **Industry Knowledge:**
In-depth understanding of transportation regulations and compliance requirements.

Personal Attributes:

- ♥ **Detail-Oriented –**
A meticulous approach to all tasks with an emphasis on precision.
- ♥ **Adaptability –**
Able to work efficiently in a fast-paced environment adjusting to shifting priorities & project deadlines while maintaining resilience and supporting others.
- ♥ **Analytical Thinker –**
Analytical skills, capable of interpreting data to drive decision-making.
- ♥ **Tenacious & “can do”**
attitude with a proactive and self-motivated approach

technical knowledge required for fleet coordination with good interpersonal and analytical skills

Impact:

The coordination of the fleet's maintenance, acquisition and budget management directly impact the operational efficiency of multiple departments. This ensures smooth workflow and meeting service needs.

Business Expertise:

The role requires knowledge of fleet operations. By analysing fleet performance and recommending improvements for efficiency.

Leadership:

As a primary point of contact for company car co-owners, the Fleet Coordinator provides guidance to others in handling fleet operations and logistics. The role involves supporting key projects like the YVHQ Pool Car Budget and overseeing all fleet related activities.

Interpersonal Skills

The Fleet Coordinator must communicate with internal teams as well as external services. Managing expectations, especially regarding delivery schedules, vehicle status, or budget constraints, requires clear, effective communication.

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♥ **Growth Mindset** – Driven by self-improvement, willing to take the initiative and inspire change

♥ **Practical Approach-** Hands on & pragmatic in problem-solving and task execution

♥ **Good IT skills** -Microsoft and database systems

.HR use

Date of last review:

Job reference no:

Job level:

Job family:

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