



Job Title: Transport Administrator
Company: VMS Fleet Rental
Salary: £18,000
Hours: Full time (Mon to Fri 8:30am -5:00pm)
Location: Warrington. Holmesfield Road, Warrington, WA1 2DS

The Company:

VMS Fleet Management Ltd is a forward thinking Contract Hire, Fleet and Accident Management Company with offices through the UK. VMS provide a wide range of services to blue chip fleet operators and Insurance Companies that includes Accident Management, Contract Hire, Repair and Maintenance Services, Vehicle Hire, Refrigeration, Salvage and Fleet Disposal. An excellent opportunity has arisen for an experienced Transport Administrator to join our well-established and busy commercial vehicle repair team.

Summary:

The Transport Administrator will be responsible for ensuring that administration services operate efficiently and provide outstanding customer service.

The ideal candidate will be expected to be assertive and influential.

A knowledge of the commercial vehicle, HGV and truck industry would be highly desirable.

The Transport Administrator will be working with a team of technicians and must at all times present the highest levels of customer service.

The key day-to-day responsibilities of this role are varied and include but are not limited to:

- Answering phones
- Booking jobs in
- Allocating work
- Running mobile technicians, keeping track on work scheduled for them and ensuring that all booked jobs are completed on time
- Any other administrative duties as required

The ideal candidate will:

- Be able to confidently communicate, both orally and written
- Be detail oriented and technically minded
- Be able to work individually and within a team.
- Be able to efficiently utilise different computer and communication software applications (e.g. Microsoft Office)
- Be able to successfully manage time
- Be a proactive person and seek to prevent problems
- Have previous experience of a working within the fleet management industry in a similar role

Hours of work – 40 hours per week Monday - Friday with some weekend work as and when necessary