



Fleet Management Ltd

VMS (Fleet Management) Ltd

Stevendale House

Primett Road

Stevenage

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Account/Fleet Manager

VMS Fleet Management Ltd

Location: UK based
Salary: £35-40K per annum + car + laptop + mobile phone + bonus
Date posted: 21/08/2013
Job type: Full Time - Permanent
Company: VMS Fleet Management
Contact: [lisah @ vmsglobal.co.uk](mailto:lisah@vmsglobal.co.uk)

The Company:-

VMS Fleet Management Ltd is a forward thinking Contract Hire, Fleet and Accident Management Company with offices based in East Anglia and Hertfordshire. 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.

As part of our continued growth, we are looking to appoint an Account Manager to manage a number of client accounts based nationally.

Regular travel to clients' offices and the VMS sites in Stevenage and Bury St Edmunds will be required.

Summary:-

The role of an Account Manager will require an extremely organised and personable individual. In addition you will have a keen attention to detail and be self motivated to ensure the smooth running of a major account.

The primary aim of the Account Manager is to ensure that the client's needs and requirements are adhered to and that the overall service level agreement is delivered in an efficient and timely manner.

The key day-to-day responsibilities of this role are varied and include:

- All New Build Communication & Relevant Meetings with suppliers
- All Client Reporting
- Regular Client Meetings Scheduled and Attended Accordingly (Minimum Quarterly)
- Operational Issues/Concerns/Processes
- Invoicing/Queries with Charges



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- Management and updating of Client Task List
- Assist Supply Chain Department with Supplier issues/Reviews/New supplier requirements, etc.
- Contract Guidelines and SLA/KPI (including mileages, etc.) including reporting
- Build Partnership Approach with Clients
- Implementation of New Vehicle or Clients (where applicable)
- Explore potential growth with client through additional vehicles or services
- Full Account Responsibility and Profitability
- Involvement in ad-hoc projects
- Contribute to the ongoing success of the VMS group

Key Skills Required:-

The ideal candidate will:

- Strong communicator, both orally and written
- A Background in commercial vehicle sector
- Demonstrate a proved track record as either a Fleet Manager, Fleet Engineer or Workshop Manager
- Able to successfully and productively resolve problems
- Ideally hold a CPC
- Be able to demonstrate strong business and financial skills
- Exceptionally detail oriented and technically minded
- Able and work in a team an on own initiative as needs of business determine
- Efficiently utilise different computer and communication software applications
- Successfully manage time, plans, projects and other related tasks
- Continuously meet targets and surpass expectations
- Be extremely proficient and knowledgeable of fleet operations and development
- A proactive person, able to identify and prevent problems
- Aware of current trends in fleet management and able to identify opportunity for growth
- Have previous experience of a working within the fleet management industry in a similar role