



## **Fleet Maintenance Cost Controller & Efficiency Manager**

### **Summary of role:**

VMS (Fleet Management) Ltd is a forward thinking fleet management and contract hire company with offices based in East Anglia and Hertfordshire. VMS provides a wide range of services to blue chip fleet operators, Insurances and smaller operators.

As part of our continued growth we are now looking to appoint a Fleet Maintenance Cost Controller Efficiency Manager. This position will be based at our Bury St Edmunds office.

### **The Role:**

- Motivate, lead and manage a small team of Maintenance Cost Controllers.
- Process and authorise repairs
- Maintain good working relationship with clients and repairers
- Manage manufacturer's warranty processes, policies and procedures
- Allocating jobs and workloads, scheduling, completing team-related paperwork and communicating with managers and senior-level staff members.
- Audit and assist with internal allocation of work for in house technicians and oversee a small team of advisors
- Assist the Fleet Engineer with development of networks, internal workshops and compliance

### **The ideal candidate should:**

- Be a team player
- Have excellent leadership skills
- Excellent knowledge of technical/mechanical operations, ideally with HGV and / or LCV experience.
- Background in engineering, commercial vehicle or heavy commercial vehicles is advantageous
- Have extensive knowledge of HGV and LCV repair methods
- Be professional, and positive
- Have integrity, initiative and focus
- Be able to think, communicate and present information effectively
- Be able to motivate a team