

Fleet Administrator

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Company: Path Recruitment

Location: Hitchin

Category: other-general

Fleet Administrator- Salary up to £26,000 DOE plus career progression. A fantastic opportunity to join a plant & vehicle hire company based near Hitchin!Benefits of the Fleet Administrator:Salary up to £26,000 DOE25 days holiday plus bank holidays!Monday-Friday working hours (8am-5pm)A friendly working environmentPension SchemeCompany BonusHealthcare Scheme Future progression! Responsibilities of the Fleet Administrator:As the Fleet Administrator, you will be processing all vehicle requirements.Arranging deliveries of new company vehiclesCarrying out driving license checksOrdering company fuel cards The Fleet Administrator will be managing/updating the fleet hire systemFollowing company policies and procedures.To be successful in this role you may have previously worked as a Fleet Administrator, Transport Administrator, Vehicle Administrator, Fleet Controller, Transport Controller or similar. APPLY NOW or contact Georgina on 01933667220 or georgina.wittich@pathrecruitment.com to find out more on this Fleet Administrator role!Please note that all potential employment offers are subject to pre-employment checks.

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