

Fleet Administrator

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Company: Path Recruitment

Location: Hitchin

Category: business-and-financial-operations

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 DOE

25 days holiday plus bank holidays!

Monday-Friday working hours (8am-5pm)

A friendly working environment

Pension Scheme

Company Bonus

Healthcare Scheme

Future progression!

Responsibilities of the Fleet Administrator:

As the Fleet Administrator, you will be processing all vehicle requirements.

Arranging deliveries of new company vehicles

Carrying out driving license checks

Ordering company fuel cards

The Fleet Administrator will be managing/updating the fleet hire system

Following 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.wittichpathrecruitment 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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