**JOB DESCRIPTION**

# POSITION: Fleet Manager

**REPORTING TO:** Operations Director

**SALARY: £30,000-£35,000**

Salary will reflect relevant qualifications, training and experience.

**HOURS OF WORK:** Monday - Friday 7.30 am – 5.00 pm

**LOCATION:** 94-96 Hillsborough Road Carryduff BT8 8HT and

or 116-120 Duncrue Street, Belfast, BT3 9AR.

**HOLIDAY ENTITLEMENT:**  28 days which includes 8 bank holidays

**OVERALL PURPOSE OF THE JOB:**  To have responsibility for the Company’s Operator Licence to ensure the transport department operates with a high level of efficiency, legal compliance and sector leading customer service, whilst reducing environmental impact.

**AREAS OF RESPONSIBILITY:**

* Be proficient in and have a proven record of running and operating a large fleet of vehicles.
* To ensure the transport department operates efficiently and with full compliance in all areas of transport management.
* Be able to demonstrate proven working knowledge and experience in managing compliance of health & safety best practice and legislation.
* Be a confident and logical thinking who can prioritise, work on own initiative, thrive under tight deadlines and make reasoned strategic decisions.
* Excellent written, communication, organizational, time management and IT skills.
* Excellent interpersonal skills be a people person who can communicate well with Stakeholders at all levels.
* Be able to build and maintain relationships and work well within our Senior Team and have a can-do attitude.
* Be able to provide and present KPI reports to the Leadership team when required.
* Be able to drive a culture of excellence and continuous improvement to increase performance and efficiencies.
* To continually develop and improve driver standards and safety culture.
* Implement and comply with all relevant areas of the integrated Q&EMS system.
* Participate in Auditing for the QS&EMS system as and when required.

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**PERSONNEL SPECIFICATION -**  **Fleet Manager**

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|  |  | **ESSENTIAL** | **DESIRABLE** |
|  | **QUALIFICATIONS/**  **ATTAINMENTS** | Educated to A level standard with C grades in GCSE Maths and English.  HND /Degree or equivalent.  CPC International. | CSR Card or other relevant health & safety qualification  Driving License |
|  | **RELEVANT EXPERIENCE** | 3-5 years in the transport industry.  Proven Knowledge of H&S legislation and the legal requirements to operate a large fleet.  Experience of working in a fast-paced environment.  Experience in Microsoft Packages.  Knowledge of Tracking Packages |  |
|  | **SPECIAL ATTRIBUTES** | The ideal candidate will be an excellent communicator, be able to use own initiative and work as part of a team.  Full conversant in all areas of H&S legislation and legal compliance relevant to Transport Management.  Excellent communication, organizational and IT Skills.  Be able to confidently present reports to the Senior Leadership Team as and when required.  Take on new challenges and will be keen to learn new skills and responsibilities in all aspects of the business. |  |
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|  | OTHER SPECIAL ATTRIBUTES | Must be reliable and have a good timekeeping and attendance record. |  |