



Creating great homes together

Role Profile

Position

Fleet Administrator

Reporting to

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- The fleet team play an integral role in ensuring our fleet of over 165 vehicles comply with driver and vehicle standards and safe working practices.
- Great place to work where we enable rewarding careers through development, recognition and support.
- Agile working based at home with regular travel to our Magna offices.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Prepared to go the extra mile for customers and colleagues.
- Have a flexible approach to allow you to meet the needs of our customers.
- Embrace new working methods, meet deadlines, ensure your work is accurate and right first time.
- To have the ability to communicate effectively in challenging circumstances.
- Enjoy problem solving with a proactive approach to new ideas.

What you take care of

- This is a key role within the fleet department. You will be part of team that assists in the day to day running of our repairs & maintenance van programme.
- Raising of fleet purchase orders and dealing with suppliers.
- Deal with daily fleet issues as they arise.
- To monitor all drivers' documents including vehicles within the grey fleet.
- Assist the fleet manager in ensuring Magna's fleet and drivers comply with van excellence.

What you need to be successful

- The fleet team deal with many daily transactions from purchase order creation, stock receipting, daily queries from colleagues and suppliers so this role requires someone happy to work in a fast-paced environment with great IT and interpersonal skills.
- A background in Fleet and vehicles.
- You will need to be happy to engage with all areas of the business in a 'one team' approach.

Qualifications required

Applicants with transferrable skills are encouraged to apply.