



HR FLEET ASSISTANT



ABOUT THE ROLE

To provide effective co-ordination and administration of the company car/car allowance fleet in Redrow. The Company car provision is a key benefit to staff and a key function within the HR team. The role will also provide limited support to a busy Head Office reception.

Responsible to: HR Data Analyst

KEY RESPONSIBILITIES

1. COMPANY CAR ADMINISTRATION

- Become the one of the main points of contact between Redrow and the third party leasing provider (Service Team) and be one of the main point of contacts for all employees.
- Liaise with employees regarding queries i.e. vehicle maintenance, accident, repair, insurance, nominated drivers, vehicle renewals and moving schemes.
- Ensure that all hire cars for new starters and transfers are booked in a timely manner.
- Ensure that maximum utilisation is made of any fleet vehicles that become available for re-allocation.
- Co-ordination of leavers returning vehicles, ensuring checklist has been completed prior to collection.
- Arrangement of the movements and re-allocation of driver details through third party leasing provider, ensuring that movements go ahead as planned and liaising with third party company with any delays.
- Complete template letters for parking permit and crossings, for company car users in a timely manner.
- Authorise urgent hire cars when required, in cases of breakdown, repair and accident.
- Check vehicles that arrive at Head Office, ensuring that they are in a suitable condition and arrange valet / service / repair as required.

- Ensure that all accident management data is responded to where required, liaising with the third party accident management team and internal Legal team.
- Review company car related invoices received to ensure charges applied are within agreed parameters.
- Liaising with employees for the payment of penalty charge notices, escalating issues internally.
- Respond to Notice of Intended Prosecution's sent by police forces with driver details.

2. CAR ALLOWANCE ADMINISTRATION

- Provide driving licence checking third party company with up-to-date employee information on a weekly basis, to ensure the database is correct.
- Complete regular checks of the driving licence checking portal, to ensure that all drivers have completed driving licence checks and have compliant licences, chasing employees where required to complete their checks.
- Carry out regular reviews of grey fleet (car allowance) users to ensure that all data is up to date and meets scheme criteria, liaising with employees where necessary to ensure car details are complete and meet criteria.

3. ADDITIONAL

- Provide cover for company car renewal process, order process and processing of new car deliveries alongside third party leasing provider (Sales Team), obtaining necessary approvals.
- Able to run fleet reports when required.
- Be able to provide support to Head Office reception when required for holiday and absence cover. This will involve answering and diverting calls on a busy reception, greeting visitors and dealing with incoming & outgoing post.

THE PERSON

What kind of person are we looking for?

- Outgoing and confident
- Able to communicate clearly and effectively
- Organised
- Ability to work individually and within a team
- A problem solver with a pragmatic approach
- A strong need to understand the detail
- Manages time effectively to ensure that deadlines are met
- Full UK driving licence

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.