

JOB DESCRIPTION/PERSON SPECIFICATION

A	POSITION DETAILS
	DIVISION: Logistics DEPARTMENT/BUSINESS SECTOR: Fleet
	JOB TITLE: Fleet Workshop Administrator REPORTING TO: Regional Fleet Manager
	GRADE: 13

B	JOB PURPOSE
	To be responsible for dealing with all administration within the Fleet workshop and to assist the Regional Fleet Manager

C	KEY RESPONSIBILITIES
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- To provide day-to-day administrative support to the local fleet workshop and or the Regional Fleet Manager.
- To ensure all internal SUEZ and Fleet processes and procedures are followed in an accurate and timely manner.
- Ensure all documentation is raised, forwarded and actioned as required, and that copies / originals are filed and archived efficiently and systematically.
- To monitor all documentation ensuring it is accurate and to alert the relevant stakeholder of errors and discrepancies if they arise.
- To ensure that all data is recorded on SUEZ UK IT systems and databases to maintain accuracy and completeness of information stored on information systems.
- To collate the wages from all South East workshops, check for accuracy and anomalies, and forward to payroll as 1 consolidated payroll.
- To raise EPR's and GRN as appropriate.
- Update and maintain the Workshop spend spreadsheet by individual cost center on a weekly basis and summarize the monthly expenditure for the monthly report.
- Visit all workshops on a regular basis to provide ad hoc administrative support and file locally raised paperwork at the location
- Raise Job card numbers as required for local workshops and ensure copies are sent to the RFM for approval, countersign and filing where necessary.
- Maintain and update the recharge spreadsheet, checking for accuracy and anomalies.
- Verify, check and log all received all invoices and forward to accounts payable and applicable.
- Update and maintain the HR Workforce system.

D CORPORATE RESPONSIBILITIES

In line with SUEZ UK's Health and Safety Policy the job holder is expected to;

- Take reasonable care of their own health, safety and welfare and that of other people who may be affected by their actions or omissions.
- To co operate with SUEZ UK and with other employees in order to comply with health and safety law and SUEZ UK's Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within their areas of responsibility, SUEZ UK complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by their actions or omissions
- To ensure that the responsibilities commensurate with their role as laid out in the Health and safety policies and Procedures are fully met.

In line with SUEZ UK's Values and Ethics Charter the job holder is expected to ;

- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community
- Any other duties that are reasonably requested within the scope of the job-role.

E. GENERAL CRITERIA (ESSENTIAL & DESIRABLE)	CRITERIA RATING 1 = LOW 5 = HIGH
KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS & EXPERIENCE:	
Educated to GCSE level	5
Advanced IT skills	4
Administration experience	4
Experienced in the use of MS Office and database maintenance	4

E. KEY COMPETENCIES & ATTRIBUTES	MINIMUM ESSENTIAL RATING
SERVICE TO THE CUSTOMER/COLLEAGUE:	
Is this person passionate about personally 'understanding the customer' and meeting their needs?	5
COMMUNICATION EFFECTIVENESS:	
Does this person communicate to all appropriate people in an appropriate manner?	4
PROBLEM SOLVING:	
Can this person recognise a problem and decide what to do about it?	4
QUALITY OF WORK:	
Does this person run their job in a manner that complies with all operational standards both internal and external?	5

The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ UK may revise the content of this Job Description/Person Specification at its discretion.