

17/10/2024
West Bromwich

Contracts Operator

Job Title: Contracts Operator
Accountable To: Contracts Manager

We have a position available within the Contracts Department at the Keltruck Head Office in West Bromwich who have a responsibility for the contract maintenance on over 2000 vehicles and assets, as well as the company vehicle and plant assets. The candidate will work with the contracts team at West Bromwich and be fully trained on the system and processes. This role has a bright future for an individual to progress within this business area and beyond.

Key Duties:

1. Assist the Contracts Supervisor and managers where required
2. Reporting fines across business
3. Fine Management
4. MID Updates
5. Liaise with other teams across the wider business and its suppliers
6. Set up of contract detail on the computer system
7. Creation of Contract Documents
8. Creation of quotations
9. Reporting on vehicle mileages
10. Authorisation for work carried out on own vehicle fleet
11. Assistance with authorisation for contract vehicles & ancillaries
12. Cost control function support
13. Reporting: DDA Targets, reporting and monthly presentation to the GM
14. Reporting: DotY Breakdown review / report to the GM

The ideal candidate should possess the following attributes:

Ability to work on own initiative
Have excellent communication skills
Have proven administration skills and possess attention to detail

Particular experience / essential skills required are:

Computer literate
Microsoft Excel

Advantageous but not essential skills

Previous experience in the commercial vehicle industry
Kerridge (CDK, Autoline)
Vehicle taxation

Benefits

Keltruck Staff Rewards Scheme

Please apply in writing to samantha.hawthorne@keltruck.com
Closing Date TBA