



Recruitment

Transport Compliance Administrator

We have a great opportunity to join our Transport team based at our Head Office, Southampton. Reporting to and working with our Compliance Director.

This role requires a highly organised candidate that likes a challenge and enjoys daily interaction with people (internally and externally). You will be providing back-office support to ensure our fleet of trucks remain legally compliant and obligations are met.

Key Responsibilities in this role will include;

- Undertake administrative tasks involved in fleet management
- Maintain fleet information of the vehicles specification/driver/key dates for MOT, tax etc
- Manage and monitor legal compliance for the vehicle fleet, updating MOTs, checking service planners, liaising with the fleet management company.
- Managing operator licence applications and amendments, including distribution of vehicle discs
- Manage driver licence checking using third party systems to ensure that all drivers are both legally compliant and meeting company standards
- Coordinate driver training for all drivers to ensure compliance and accreditation standards are realised
- Collate, filing, control and reporting of Tacho information
- Recording driver's hours for Working Time Directive compliance
- Support the production of the site KPI's and reports
- Ensure all staff work within the H&S guidelines
- Assist compliance manager in managing agency compliance adherence
- Accurate filing of all compliance data
- Compliance Reporting
 - Road track
 - Skip Track
 - U1's

Other duties include

- Building Maintenance
- Pac Testing

To be successful in your application you will need to have proven IT skills, have excellent written and verbal communication skills and be able to work in a busy working environment. Compliance background is highly desirable

Location: Nursling Industrial Estate, Southampton

Hours: Monday – Friday 8:00am – 5:30pm

We are an experienced fleet company and pride ourselves on providing a quality service to our customers. You will join a happy company that aims to please its customers and employees

We are committed to achieving workforce diversity reflective of our communities. We are an equal opportunity employer. All qualified applicants will receive consideration for employment. Please send your CV to admin@waltet.co.uk or call 02380 748090 for more information