



Role: Fleet Coordinator
Location: Watford
Salary: £25,000 - £27,000 per annum based on experience
Working Hours: Full time 5 out of 7 days, flexible approach to working hours essential
Start Date: Immediate

“Are you an ambitious and hands-on Fleet Coordinator ideally with a passion for the Sports and Event industry looking to take the next step in your career? If so, this could be the role for you”.

CSP Ltd. are a leading Traffic and Event Service provider. We work in partnership with many of the leading sports and entertainment venues throughout the UK, providing a number of services including; internal and external traffic management, security & stewarding and crowd management services.

About the role:
We are seeking a dynamic individual to provide comprehensive support to the Logistics team, (part of a wider Operations Team) overseeing the administration of fleet scheduling, planned and reactive maintenance, compliance records and various other housekeeping aspects to enable the presentation of a safe and professional fleet for our event delivery. The Fleet Coordinator reports to the Logistics Manager and will be based at CSP’s Head Office; however, occasional travel may be required. This will include, but is not limited to vehicle scheduling, the sourcing of vehicles, hiring vehicles, arranging repairs/quotations including general planned/reactive maintenance. Additionally, you will maintain a driver matrix to ensure compliance is being met by both our drivers and how the fleet is being utilised inline with company policy. Being part of such a busy department will on occasion require you to support other non administrative tasks such as preparing (loading) vehicles for dispatch.

About you:
Only candidates who are fully mobile and hold a full UK driving license will be considered.
In addition to the above, you will be able to demonstrate a track record of effective fleet and/or logistic coordination delivered through a fleet in excess of 20 commercial vehicles. You will be comfortable supervising multiple services and small teams and have provided leadership, development and management of people in past roles. Competent administration skills and knowledge of Microsoft 365 systems is essential, we need you to be equally comfortable working with both PowerPoint and power tools! Operational/facilities management experience in providing support services preferable within the Events and/or Logistics Industry is desirable.

- Benefits include:**
- Competitive salary
 - 23 days paid holiday per year, rising to 25 days
 - Private medical insurance
 - Life Assurance (4 x annual salary)

To apply for the role, please click this link <https://jobs.talentspa.co.uk/talentspa/search/vacancy/all/1/4432502>



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