



Job title

Fleet Manager (full time)

About the job

Location: Exeter-based

Reports to: Operations Director

Hours: 37.5 hours per week. May include occasional out of hours / weekend work.

Pay: £23-25k per annum

Contract: Permanent after probationary period

Employee benefits: optional workplace pension, statutory holiday and sick pay, free membership of Co Cars and Co Bikes (excluding usage fees)

About Co Cars

Co Cars is revolutionising the way people travel in Exeter and the South West. Our network of shared electric/hybrid cars can be hired by the hour and we are proud to have pioneered the UK's first on-street electric bike hire scheme.

We operate in a dynamic and constantly changing environment where the concept of Mobility as a Service (Maas) is fast gaining currency, supported by the growth of the sharing economy and technological innovation.

We are now entering a period of significant growth and have ambitious expansion plans. Our mission is to provide zero carbon, affordable, shared mobility for all; making our towns and cities more liveable and people's lives better by reducing emissions and cutting congestion.

We are proud to be a social enterprise with an ethical approach to business that is shared by everyone in our friendly and welcoming team.

Summary of role

This is a pivotal role in the Operations Team, overseeing our fleet of cars and vans. The key responsibilities of the role are ensuring that the fleet is kept clean and well maintained, ensuring the fleet is operating safely and legally and ensuring that all activities are carried out as cost efficiently as possible.

Duties and responsibilities

- Oversee cleaning across fleet of cars and vans (hybrid / electric / manual)
- Regular safety checks
- Fleet Management – procurement and onboarding of new vehicles and disposal of old vehicles.
- Manage contractors, Oversee repairs
- Training and Recruitment of fleet support staff / contractors

- Trouble shooting and customer service support

Person Specification

Required:

- Fleet management / maintenance experience
- Great attention to detail and organisational skills
- Excellent IT and written / verbal communication skills
- Experience of managing a small operational team
- Be able to multitask and work under pressure
- Practical attitude and good problem solving skills
- Have a clean driving license and be a confident driver

Application process

Interested candidates should complete our online [Job Application Form](#). Section C of the form need not be completed if a CV is sent to Ellen Rodger Ellen@co-cars.co.uk; please use the subject line "Job Application >insert your name<".

The closing date for applications is 8 February 2021. Successful applicants will be invited to attend an interview on 11/12 February 2021. Job offers will be conditional on receiving two satisfactory references after the interview. If you have any questions about the role, please email Ellen@co-cars.co.uk