

JOB SPECIFICATION

1. POST

Post:	FUEL CONTROLLER
Depot / Department:	NORMANTON DEPOT
Ref:	GPL/GP124
Salary:	DEPENDENT ON EXPERIENCE/COMPETITIVE
Hours:	8am – 5pm (1hr unpaid break)

2. SUPERVISORY RESPONSIBILITIES/POSITION IN STRUCTURE

Responsible to:	Chris Brown – Operations Director
Liaising With:	Hire Desk Controllers, Service Managers/Supervisors, Drivers, Depot/Office Staff, Managers and Directors.

3. MAIN FUNCTION OF JOB (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

- Assist in the smooth and efficient day to day running of the Fuel department Function within the Depot.
- To work flexibly as a member of the Fuel Team and provide a customer focused service to both Internal and external customers.

4. MAIN DUTIES (brief description)

Duties/Responsibilities

- Responsible for the smooth running of all contracts on Fuel Management and ensuring all deliveries meet requirements.
- Ensure all requests are taken in detail and processed correctly.
- Create, input and ensure accuracy of workshop jobs onto the company InspHire system to minimise account queries and potential credits.
- Produce and maintain a manual complete contract file, containing all relevant paperwork including signed delivery and collection notes.
- Liaise with external tanker companies for timely deliveries ensuring accurate delivery details are supplied.
- Control deliveries via the depot based refueller. Including utilisation of correct vehicles.
- Ensure relevant spreadsheets (as applicable) are updated daily/weekly and any concerns are brought to the attention of your Line Manager.
- Answer all incoming calls within 3 rings in a polite and professional manner as trained.
- Ensure own individual knowledge is enhanced by constantly aiming to learn/improve and taking on board training as necessary.
- Monitor strategic sets on hire via telemetry for optimum refuelling.
- Arrange bulk deliveries of lubricants for all depots.
- Raising Purchase Orders and ensuring correct process is followed.
- Maintain company calibration spreadsheet for all electrical test equipment.
- Observe and follow all company policies and procedures.
- Ensure good relationships with suppliers whilst negotiating the best commercial rates on a weekly basis.
- Liaise and communicate effectively with all levels of staff.
- Carry out any reasonable ad-hoc duties requested by your direct Line Manager or the Management Team.

5. REQUIREMENTS TO CARRY OUT JOB

Essential or desirable requirement (E/D)	E	D
Qualifications required:		
- Competent on Microsoft Excel. - GCSE in English & Maths. - Confidence with IT and computer packages.	E E E	
Experience/Skills required:		
- Administration experience. - Worked with InspHire. - Excellent organisation skills. - Good communications skills, written and verbal. - An ability to work efficiently under pressure. - Ability to understand and implement written and verbal instruction.	E E E E E	D
Specialist training required:		
N/A		N/A
Personal characteristics/Attributes required:		
- Work well on own initiative and as part of a team. - Ability to ensure the work gets done in a timely and effective manner. - Ability to follow Company policy and procedures. - Self-motivation.	E E E E	
Other Information		
N/A		

6. SPECIAL TERMS

Special conditions e.g. working with hazardous substances, equipment, animals etc:	N/A
Working in different locations:	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.	

If you are interested in the above position please discuss in the first instance with your line Manager, then complete the application form and Email to:

vacancies@generator-power.co.uk

CLOSING DATE:

5th January 2018