



Job title here

Reports to: Reporting Manager

The part I play at Bromford Flagship LiveWest to enable people to thrive is:

To provide effective administrative and operational support to the East fleet operations function. The role ensures fleet communications, systems, financial process, permits, and customer service activities are managed efficiently and compliantly, supporting safe fleet operations and frontline service delivery while recognising value for money.

I manage the fleet shared inbox, providing timely responses, keep accurate records with clear audit trails, whilst logging, tracking and resolving fleet cases within the relevant system. I administer all fleet management and monitor systems, providing reporting and management information to support performance, audits and decision-making. I maintain registers, renewal schedules and documentation, including liaising with local authorities to provide guidance in minimising enforcement risks.

I raise fleet purchase orders; track spend and resolve queries alongside providing administrative support to the Operations Manager (Fleet).

My skills and experience include:

I have strong organisation, accuracy, and prioritization skills. I have experience in an administrative experience in regulated or operational environment. I have experience using management systems and handling compliance and financial data. I am customer focused and aligned to BFL values,

I have a full driving licence.

I am competent in Microsoft applications such as Outlook and Teams.

The skills I will develop include:

Understanding and familiarity with a range of operational digital systems which will include a work scheduling system.

Ongoing personal development within the Fleet team. Access to training through internal academy.

To learn, lead and apply continuous improvement through BFL.