

## Traffic Office Administrator Level 2 Business Administration in Colchester

### About the company:

A fantastic opportunity to join a well-established, successful transport company. The successful applicant will be part of a busy team, and will be motivated to train and develop in their role.

### Job Description:

#### Responsibilities:

- Working alongside the Transport Manager and compliance assistant, you will assist with the day to day management of their fleet of approximately 40 vehicles.
- All vehicles are fitted with in-cab communications and various types of specialised equipment, including tachographs.
- You will be responsible for analysing the data recorded.
- Part of the role will be to maintain the service and maintenance records of the vehicles and the equipment fitted.
- You will co-ordinate the bookings of any repairs or service requirements, including communicating with other departments on the availability of the fleet.
- The Transport Manager is also responsible for the HR aspect of the drivers, including recruitment, and training/assessment, and part of the role will assist with tracking this data.

### Working week:

(Monday-Friday) 8:30am- 5:00pm ½ hour lunch break  
40 hours per week

### Wage:

£140.00 per week

### Training:

TheLightBulb will provide the full Level 2 Business Administration Apprenticeship, this will include the three-day technical certificate, course and exam.

You will also complete your Functional Skills (Mathematics, English and ICT) if required.

### Skills Required:

Good communication skills, both spoken and written, with a confident telephone manner.

### Personal Qualities:

Friendly, well organised, keen to learn and contribute.