

STOCK & FLEET CLERK

Business function: Operations

Closing date: TBC

Reports to: Procurement Manager

Start: TBC

Location: Near Tonbridge, Kent

Salary: £18,000 to £20,000 depending on experience

Terms: Permanent full time

TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

THE ROLE

We're a small company with a very exciting future. We are looking for an enthusiastic and self-motivated Stock & Fleet Clerk to maintain the administration and organisation of van fleet and stock control. An organised, methodical record keeper with strong IT skills, you will ensure that the tracker system is monitored in line with our Vehicle policy and help in the warehouse. You will make continuous improvements to ensure we are operating as safely and efficiently as possible.

Responsibilities

- Adhering to health & safety and van practices and policies
- Coordinating the recycle process and disposal of waste, in line with our environmental policy
- Sourcing vans and plant equipment as required by the business
- Responsible for organising van checks, accident repairs, van maintenance, including organising MOT, LOLER and services
- Organising, fitting, and monitoring vehicle trackers
- Organising vehicle breakdown support as required
- Sourcing items required by the business, such as van racking and beacons and arranging branding in conjunction with our marketing department
- Managing the end to end fuel card process
- Coordinating other administrative tasks such as post and arranging dart charge payments
- Supporting the Stock Coordinator with various stock control duties

Your qualifications and experience

You will have proven work experience as a Fleet & Stock Clerk in a similar role. You must be physically fit to carry out manual handling. You will have a very good working knowledge of:

- Excellent IT skills and an ability to learn new systems quickly.
- Knowledge of Supply chain procedures

- Excellent knowledge of Fleet systems
- Microsoft Office – Excel and Word
- High levels of accuracy and attention to detail
- An aptitude for dealing with numbers and high levels of information
- A good understanding of health and safety practices
- Excellent organisation skills
- A great communicator who works in collaboration with the wider teams and who is also able to work independently

Your skills and personal attributes

You must be an excellent communicator who can build relationships with ease, you will also be driven, enthusiastic and possess a lot of initiative, as well as impeccable organisation skills.

You will work closely with the Procurement Manager to develop and improve process and reporting.

Being a team player is very important as you will be working with people from across the business. The business is fast-moving, so being a quick learner, as well as having an organised methodical approach is a must.

Our values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** Invest in each individual.
- **Continual improvement:** Work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality:** we do what we do well.

Your personal benefits

- Generous share allocation
- Substantial life insurance
- 25 days paid holiday, plus bank holidays
- Pension
- Company sick pay after qualifying period
- Free parking
- Uniform and equipment provided
- Friendly working environment
- Employee referral scheme

Trooli is a leading-edge technology company and as such we do not expect all our potential recruits to have experience in what we do. Don't worry, we are looking for highly motivated people who are excited by the prospect of a new challenge.

If you think you are the person we are looking for, please send your CV to hr@trooli.com prior to the closing date.