

# JOIN THE ULTRAFAST LANE...

---

## Fleet Controller

---

<b>Business Function:</b>	Operations
<b>Reports to:</b>	Depot Manager
<b>Location:</b>	Bracknell
<b>Salary:</b>	Competitive
<b>Terms:</b>	Permanent, Full time

---

## A BIT ABOUT US

Here at Trooli, we're on a mission to banish buffering, vanish video call embarrassment and clear up those "up to" speed claims that give broadband a bad name.

How? By providing our **new, guaranteed, ultrafast, full fibre broadband speeds** to as many communities as possible across Kent, East Sussex and beyond.

We've already got the great network, now we need more **great people** to take us even further.

Think you can help? Here's why you should get in touch ...

- **We're passionate about growth**  
We've come a long way in 2 years, from nothing to 50,000+ premises passed, 10 staff to over 100 and are now one of the most respected altnets in the industry – and that's just the start. But it's not just our network, we're passionate about ensuring our employees grow with us too.
- **We're passionate about our people**  
At the heart of our culture is a belief that a company should be much more than politics and processes. That doesn't mean these don't exist, but it does mean that our people are the most important part of our business, that life here is that bit more fun and our high staff retention rates are something we're rightly proud of.
- **We're passionate about our customers** – wouldn't it be nice for a broadband network to be independent of Openreach and have complete control of where it builds and the experience our customers receive? Well, that's exactly what Trooli is and with an Excellent Trustpilot rating from our customers, it's clear we're doing something right!

Still interested? Read on...

## THE ROLE

---

We're a small company with a very exciting future. We are looking for an enthusiastic and self-motivated 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.

## THE DAY JOB

---

- Ensure legal obligations of the Trooli fleet and hire vehicles are maintained and administered to maximise operational efficiency
- Plan and schedule vehicle servicing, repairs, inspections & MOT's.
- Raise POs to cover work as needed.
- Check and report driver's daily inspections.
- Monitor and report driver's performance against Trooli's standards for safe and considerate driving.
- Support, facilitate and record driving license checks.
- Ensure that all documentation is current and filed/displayed correctly.
- Ensure that hire vehicles are tracked and accounted for.
- Communicate legislation and company policies to drivers.
- Liaise with colleagues in other key departments at Trooli.
- Produce reports for any transport/vehicle/driver enquiries.
- Maintain all transport and vehicle related account details.
- Respond to internal and external transport related matters.
- Onboard new drivers with vehicle familiarisations and vehicle policies.

## WE'LL LIKE TO SPEAK TO YOU IF...

---

- Experience working with fleet vehicles (LGV) is desirable but not essential as training and support will be given.
- Basic understanding of vehicle components.
- Must be innovative, a self-starter and a team player.
- Good organisational and administrative skills.
- Excellent verbal and written communication skills.
- Able to prioritise, make decisions and work accurately.
- Must be able to use Microsoft packages and have an excellent telephone manner.
- Must have full UK driving licence
- Any experience of using Samsara

## WE'LL LOVE YOU IF...

---

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.

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.

## AND IN RETURN, YOU'LL GET...

---

- 25 days paid holiday, plus bank holidays
- Generous life insurance policy
- Company sick pay after qualifying period
- Pension
- Career progression
- Free parking
- Friendly working environment
- Company laptop
- Employee referral scheme
- Cycle to work scheme
- COVID secure and risk assessed employer

## 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.