

## Job Description

<b>Job Title</b>	<b>Fleet Maintenance Pricing Assistant</b>
<b>Status</b>	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> FTC <input type="checkbox"/> Duration:
<b>Department</b>	Fleet Maintenance Pricing Department
<b>Location</b>	Wolverhampton
<b>Reports to</b>	Fleet Maintenance Pricing Manager
<b>Job Purpose</b>	
A <b>Fleet Maintenance Pricing Assistant</b> is required to provide support to the Fleet Maintenance Pricing Manager in putting together maintenance pricing for the CHL&R division. This is to include assets and ancillaries both on backed off maintenance and PAYG.	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>Assume administration responsibility of the repair &amp; maintenance pricing matrix, to include:             <ul style="list-style-type: none"> <li>Review of labour rates and parts costings, in line with current supplier SLAs and manufacturers parts pricing structure.</li> <li>Carry out rolling quarterly audit, across all manufacturers pricing matrix.</li> <li>Matrix summary sheets are filed correctly and accessible to procurement personnel, as per agreed process.</li> </ul> </li> <li>Complete manufacturer comparison review, comparing PAYG matrix projections to manufacturers monthly contract maintenance costs.</li> <li>Carryout monthly, top-level review of poor performing contracts.</li> <li>Be first point of call for the procurement team, in respect to:             <ul style="list-style-type: none"> <li>Providing customer specific collection &amp; delivery pricing, ensuring all agreements are documented.</li> <li>Obtaining manufacture / vehicle type specific, maintenance quotations.</li> </ul> </li> <li>Be first point of call for the Contract management department, in respect to:             <ul style="list-style-type: none"> <li>Rental agreement full budget requests.</li> <li>Review of new vehicle orders to ensure: -                 <ul style="list-style-type: none"> <li>Correct maintenance solutions have been utilised, covering all required services.</li> <li>IQS costing sheet reflects the agreed service, as detailed on the vehicle order form.</li> </ul> </li> </ul> </li> <li>Obtaining and processing manufacturers backed off maintenance agreements, ensuring all relevant documents are signed, documented, and logged within the relevant systems.</li> <li>Produce specific maintenance matrix, combining manufacturers R&amp;M packages with PAYG budgets, ensuring the most cost-effective solution is provided.</li> </ul>	
<b>Requirements (qualifications/skills/abilities)</b>	
<p>Recognised Technical qualifications.</p> <p>Good understanding of commercial vehicle, operational maintenance requirements.</p> <p>Excellent IT literacy – Microsoft Word / Excel.</p> <p>Excellent numerical and analytical skills, able to work to agreed deadlines.</p> <p>Effective communication and interpersonal skills.</p> <p>Must be proactive and be able to manage time effectively.</p> <p>Ability to work as part of a team and equally un-supervised.</p>	

Special working conditions			
Working from Edwin House with periodical supplier/manufacturer visits and occasional visits to other AAG locations, as necessary.			
Direct Reports (where applicable)			
N/A			
Key Dependencies (Internal)		External Interactions	
Support to AAG departments		<ul style="list-style-type: none"><li>Commercial vehicle manufacturers</li><li>Commercial semi-trailer manufactures</li><li>Ancillary equipment service providers</li><li>AAG customers and new business where required.</li></ul>	
Holiday Cover Provided to		Holiday Cover Provided by	
Fleet Maintenance Pricing Manager		Fleet Maintenance Pricing Manager	
Issued by:	Ian Padley	Date:	19 <sup>th</sup> February 2024
Received by:		Date:	
NOTE: This Job Description is not intended to be all inclusive. Employees may be asked to perform other related duties to meet the ongoing requirements of the business.			