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# Example of Fleet Administrator Job Description

Our innovative and growing company is hiring for a fleet administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fleet administrator

* Check and process employee expenses
* Match invoices with orders and check statements
* Order office supplies, stationary etc
* Travel arrangements and hotel bookings for the Directors
* Answer calls into the business, directing to the right department and taking accurate messages
* Greet any visitors to the office
* Open and distribute incoming post
* Update the database with sales and stock updates
* Complete presentations and tender documents
* Involvement in Project Support

## Qualifications for fleet administrator

* The Company is committed to on-going development therefore AO would fund training provided by the Institute of Car Fleet Management (ICFM)
* Answer dealer inquiries pertaining to customer FAN(s), program guidelines, incentive information
* Provides order status and in-transit information, vehicle locations for fleet customers
* Maintains and enhances the fleet customer database by upgrading the accuracy of the customer information on the fleet records
* Working knowledge of supplier markets for vehicles, equipment, alternative fuel vehicles
* Control the service planner in line with 12 weekly services