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# Example of Fleet Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of fleet administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fleet administrator

* Assist with asset disposal and transfer process
* Support stores with setting up Rentals when vehicles are being repaired
* Assist in Title, Registration and all areas of keeping the Fleet compliant
* Analyzes, evaluates, and approves maintenance invoices (including Heavy Duty Class 8 vehicles) and takes remedial action to minimize net expense per mile
* Evaluate and approve maintenance request as required
* Assist in insuring all vehicles are maintained to Manufacturer recommendations
* Responsible for compliance related to operating a Commercial DOT Fleet
* Clear understanding of Title, Registration and Permitting process for all types of vehicle to include IFTA, Base and IRP procedures
* Receiving & filing required documents
* Tracking expiration dates

## Qualifications for fleet administrator

* Able to work in a high pressure, time sensitive environment
* Ability to communicate tactfully and courteously with business management officials and employees
* Able to communicate information and ideas clearly and concisely in writing
* Ability to establish and maintain an effective working relationships with those you are in contact with at work, whether internal or external
* Ability to read, interpret and apply U.S. and Canadian hours of service rules in order to create a drivers schedule that keeps our driver hours of service legal
* Able to multi task when required