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# Example of Fleet Administrator Job Description

Our growing company is looking 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

* Be experienced in an administrative role
* Have good communication skills, both verbally and written
* Be thorough, accurate, diligent and organised
* Be IT competent, specifically in MS Office
* Work with Fleet Director, Fleet Finance Manager and Fleet Operations Manager to ensure Supplier accounts are accurate and up to date
* Resolving queries with Suppliers and Customers in a timely manner
* Completion of Supplier Statement Reconciliations every month
* Produce Intercompany statement and reconciliations to enable Credit Control to obtain payments and Inter-companies to be agreed and queries resolved
* Completion of Balance Sheet reconciliations each month
* Daily, Weekly & Monthly Bank Statement Reconciliations and Cash Book management

## Qualifications for fleet administrator

* Producing of Manual and System generated invoices using Coins to both Internal and External Customers
* Detailed Revenue and costing reporting
* Other adhoc duties including producing of ad hoc financial and non-financial reports to satisfy business information requirements
* Interacting daily with internal customers and external service providers regarding resolution and reimbursement of Travel and Entertainment Expenses and Procurement activities
* Handling all potential fraud cases involving credit card with affected employee and Wells Fargo
* Gathering appropriate receipts and submitting for VAT tax recovery