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# Example of Fleet Coordinator Job Description

Our company is looking to fill the role of fleet coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fleet coordinator

* Complete sales reports on an as needed, scheduled basis, offering enhancement suggestions and maintaining accuracy and proper development of new reports
* OSupport vehicle sign off events, evaluation drives and resolution of issues post build prior to PMT handover
* OArrange and vehicle drive assessments with Directors, CPEs, VET Team and key stakeholders in-line with gateway requirements and demonstration points for attribute progression/milestones
* OSupport the Vehicle Engineering function (attribute leaders and block leaders) in delivering attribute solutions which meet targets
* OManage concerns and ensure they are closed within the timeframes dictated at each build phase of the programme and the closure plans and solutions meet VEM and programme targets
* ODevelop whole vehicle test plans to demonstrate functional and attribute performance to meet design requirements and programme targets (DV & PV)
* OApprove PWR’s for all DVP and Fleet activities to support PMT vehicle usage
* OCritique and validate individual PMT DVP’s to ensure development and S/O tests are valid, justified and meet program key gateways (PEC/FEC)
* OEnsure the programme VPP meets with DVP requirements
* OEnsure the X1, M1, VP, TT and PP timing and vehicle quantities, specifications support PMT requirements for DVP testing, development and S/O

## Qualifications for fleet coordinator

* Performs well with minimal direct supervision
* Strong sense of ownership and responsibility for assigned assets
* Must meet DOT Physical Qualifications and Examinations, possess valid Class A-CDL
* Ability to work independently with excellent organizational skills, effective oral and written communication and interpretation skills
* Minimum 2 years accounting, billing or AR experience
* Demonstrated ability to problem solve with a calm, professional and assertive demeanor