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# Example of Fleet Management Job Description

Our growing company is looking for a fleet management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fleet management

* Establish appropriate expectations with accounts (amount of time for requests/questions, factory/stock purchases, cycling)
* Develop profitable pricing strategies
* Manage the Accounts Receivable for EFM groups by working lists of past due accounts and reaching out to customers via phone and email to obtain payment and negotiate a payment plan when necessary
* Act as a subject matter expert for billing and AR by providing timely and accurate responses to escalated issues/questions from both EFM groups and customers
* Complete detailed account reconciliations and work funds placed on account (OA) to ensure all rules of asset backed financing are followed
* Process AR worksheets and pending item transactions in PeopleSoft AR in compliance with accounting policies
* Negotiate with customers on agreed payment arrangements and items that are in dispute
* Partner with other departments including accounting and EFM groups to research and process billing and accounting transactions
* Review, research, and clear AR schedules
* Answer incoming calls, research and direct those calls to the proper parties

## Qualifications for fleet management

* Availability to work during weekends for emergency technical support
* National Diploma in Business Management
* Five (5) years Corporate Business Development and Relationship Management experience
* Three (3) years Large Business portfolio management experience
* Detail oriented, a strong attention to detail is required regarding data entry and updating critical information, configurations, system settings
* 10+ years’ experience in Steam turbine/auxiliaries installation, maintenance & troubleshooting including stationary and rotating components