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# Example of Fleet Management Job Description

Our company is looking to fill the role of fleet management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fleet management

* Act as the primary contact for an assigned territory on day-to-day vehicle administrative needs
* Coordinate and maintain the order management process for leased vehicles, from order to delivery
* Develop and maintain relationships with internal teams and vendors
* Monitor the vehicle order status and pro-actively communicate updates and order exceptions to team members in assigned territory
* Resolve questions and concerns that arise from vehicle ordering process
* Coordinate dealer paperwork process including
* Collect and prepare paperwork for vehicle payment
* Update internal internet system with status throughout the order life-cycle
* Follow-up with dealers for delivery, registrations and various vehicle information
* Provide territory training on vehicle acquisition and administrative procedures

## Qualifications for fleet management

* Three or more years of experience as a receptionist in a corporate environment
* Previous experience answering a multi-line telephone required
* Intermediate level of proficiency with Microsoft Office (Outlook, Word and PowerPoint)
* Ability to uphold a highly professional demeanor and courteous phone etiquette under pressure
* Ability to prioritize work, and a strong ability to multi task
* Proven ability to work in a fast paced environment and remain calm and effective under pressure