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# Example of Fleet Manager Job Description

Our growing company is looking to fill the role of fleet manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fleet manager

* Drive cross functional teams and communicate the results effectively to customer
* Understand the customer’s organization, assets, and installed base
* Log and track service issues, visit assets to troubleshoot, or support major upgrades, as required
* Be responsible for overseeing that warranty and service obligations are met, including
* Be responsible for the Contribution Margin of jobs and play a proactive role in problem identification and resolution by highlighting risks and promptly driving other departments in solving issues which affect the customer
* Translate customer needs / requirements into detailed plans, driving internal execution to meet the targets
* Analyze risks, establish contingency plans, and identify trigger events and responsibility for initiating mitigation action
* Offer exceptional support to Fleet Drivers to ensure that their professional needs are being met
* Development of operational strategies
* Defining staff goals

## Qualifications for fleet manager

* Good spoken Mandarin / dialect preferred
* Strong knowledge of commercial fleet industry
* High School Diploma (or equivalent) and a minimum 8 years equivalent industry experience required
* Bachelor’s Degree and 2 years experience in lieu of industry work experience required
* Minimum 5 years in supervisory or management position required
* Minimum 2 years prior experience as a Heavy Truck/Trailer Fleet mechanic, including refrigerated units, and maintenance and DOT rules and regulations