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# Example of Fleet Services Manager Job Description

Our company is hiring for a fleet services 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 services manager

* Develop, document and/or manage processes and procedures related to fuel management, invoice processing, statutory and regulatory licensing, registration requirements, warranty recovery, cost auditing, outsourcing, creation/maintenance of SAP Equipment functionality (equipment masters, functional locations, maintenance plans, measurement points, statistical orders and PM standing orders)
* Monitor deferred defect performance
* Ensure aircraft system reliability performance
* Manage Technical Services A350 Fleet and eOperations Support Team
* Manage Technical Services A350 Fleet and eOperations Support Team process
* Responsible for Airbus A350 Fleet OEM, vendor and stakeholder management
* Optimise A350 fleet maintenance cost
* Be the Engineering eOperations aircraft security focal
* Manage A350 Fleets
* Provide 7-day technical support for Base or Line maintenance Aircraft On Ground (AOG) or critical technical issues

## Qualifications for fleet services manager

* Take ownership and establish yourself as a content (Donlen’s products and services) and communications expert to our customers
* 5-7 years experience in Process Cost Accounting
* Ability to manage multiple priorities a must
* Experience in Fleet/Sales/Distribution operations a plus
* Must have good communication skills and ability to work collaboratively with all levels of staff
* Knowledge of external vehicle manufacturers processes