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# Example of Fleet Services Manager Job Description

Our innovative and growing company is looking to fill the role of fleet services manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fleet services manager

* Proficiency in using Microsoft Office software, including Outlook, Word, PowerPoint, Excel and Access
* Ensure Team performance management through clear and effective smart goals and personal development/career plans with clear delivery to the Engineering and “Time to Win Strategies
* Monitor Team performance with effective scorecard targets
* Ensure continual process and productivity improvements
* Develops global commodity strategy based on data analysis and market trends, prepares financial models, identifies opportunities for efficiency gains and cost savings, and presents results to internal business partners
* Gathers technical business requirements, manages the RFx process, negotiates contract terms, implements risk mitigation plan for enterprise agreements
* Influences, leads and/or directs the development of global projects from inception to completion, appropriately involving others in decisions and plans that affect them
* Sources and manages global & EME large suppliers to include but not limited to Consulting, Engineering Services, Tax/Audit Services, Insurance, Translation, Technical Services, Public Relations, Legal Services and Fleet
* Collaborates with business partners to develop, engage and lead supplier relationships for extracting the greatest value in cost, performance, risk management, sustainability and innovation
* Tracks and reports savings / business value for each executed strategy and/or contract

## Qualifications for fleet services manager

* Registration and Titling
* Accredited High School Diploma or equivalent (U.S. A
* Five (5) years supervisory experience over a large fleet environment
* Two (2) years experience in heavy duty truck or bus mechanic
* Certification with Texas Association for Pupil Transportation or Texas Association for School Bus Technicians – Preferred
* Clear and valid Texas Commercial Driver’s license (Class A or B with a Passenger [P] and School