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# Example of Fleet Job Description

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

## Responsibilities for fleet

* Assist in the administration and coordination of the organization's fleet of 108 motor vehicles
* Maintain accurate records of vehicles
* Ensure compliance with government rules and regulations and files paperwork in support of this compliance as needed
* Schedule repairs or preventative maintenance, ensuring that the necessary numbers of fleet vehicles are available at all times
* Ability to work under pressure in a ‘high-tempo’ environment
* Quickly build rapport with new and existing points of contacts and stakeholders
* Take the time to understand individual requirements
* Be consultative & recommend the best products/services
* Deal with the business user broker & FN50 networks
* Build relationships with the broker to sell fleet units

## Qualifications for fleet

* Manage healthy relationships with external suppliers
* Excellent interpersonal and communication skills, both verbal and written, excellent mathematical skills
* Titulo Universitario de Administracion de Empresa, Negocios, Economia
* Conocimiento de SAP y Mapinfo (Deseable)
* Disponibilidad para viajar y horarios flexibles
* Contrato Temporal de 7 meses