



# Example of Fleet Coordinator Job Description

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Our company is growing rapidly and is looking for a fleet coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fleet coordinator

- Assisting in disposition of vehicles removed from service
- Working closely with drivers, foreman and superintendents on vehicle questions and concerns
- Working closely with safety, vendors, service managers, and security as needed with regards to vehicles
- Attending field safety meetings and vehicle meetings as needed
- Assisting materials controller in processing material transfers and reconciling warehouses
- Reconciling third party warehouse reports to Enertia inventory reports
- Maintaining well files of all purchasing and material control data
- Cross-training with other administrative assistants in procurement
- Assisting with tubing reconciliations
- Implement a system to track and order inventory

## Qualifications for fleet coordinator

- Must have ability to perform DOT road-tests
- Organize warehouse to ensure all materials is readily identifiable and accessible
- Manage inventory levels to ensure crews have materials to meet installation needs
- Maintain all records including (pack lists, job paper work and shipping

- Complete various administrative tasks designated by the General Manager