



Example of Fleet Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of fleet coordinator. 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 coordinator

- Develop plan with RIS co-ordinator, Sales & Marketing and workshop to update any vehicles being sold post engineering use
 - Control vehicle registration requirements for new vehicles and re-taxing as required
 - Raise scrap notes for end of life vehicles and ensure sign off process is completed
 - Liaise with other areas of the business which require engineering vehicles for issue resolution/training
 - Where required support Vehicle Engineering in cross-functional teams and meetings
 - Provide status reports at Gateways in-line with Mission Vehicle Engineering deliverables on all vehicle verification activities (Vehicle, Rig and CAE) and attribute/target achievement and alignment
 - Manage the DVP Fleet Coordinators into achieving day to day tasks including effective fleet management
 - Diagnoses equipment failure problems and coordinates arrangements for equipment repair
 - Acts as a liaison between Fleet Central and the Fleet Service Centers for all vehicle issues including breakdowns and emergencies
 - Reviews contracted maintenance repair work to ensure conformance to contract specifications and quality workmanship
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- Strong rapport building skills
- You must live within no more than a one hour commute of the office located at S17 W22650 Lincoln Avenue in Waukesha Wisconsin or be moving to the area within 30 days of applying to this position
- The incumbent should have excellent verbal and written communication skills in both German and English
- You must live within no more than a one hour commute of the office located at 2625 Market Place in Harrisburg, PA or be moving to the area within 30 days of applying to this position
- Stakeholder management skills a must
- Must be flexible to handle multiple tasks in a busy environment