

Fleet Administrator

For a utility design-build construction company
In Benicia, California



Job Description

Are you self-motivated, energetic and looking for an opportunity in fleet management? Do you want to further develop your skill and experience in team leadership? Join our team and experience all that Charge has to offer! This is an exciting time to join our team. We're growing at a fast pace and able to provide ample opportunity for career development.

The **Fleet Administrator** receives daily leadership support from the Fleet Manager under the Director of Corporate Operations and is responsible for a variety of fleet management tasks. We place an emphasis on candidates with strong interpersonal and communication skills.

Responsibilities

Responsible for asset management and maintenance system administration; including process improvement, reporting, and training.

- Receives and processes monthly lease and parts contract vendor billings.
- Analyzes data and provides fleet management and financial expense reports.
- Works as primary liaison with fleet organization and fleet management system vendor.
- Works with Fleet, Operations and other departments to increase use of system functionality as well as manage assets and maintenance.
- Receives and tracks documentation for Department of Transportation (DOT) compliance requirements (Hours of Service policy, Driver-Vehicle Inspection Report).
- Assist with California Air and Resource Board annual compliance report.
- Receives and processes Department of Motor Vehicle requirements (Registrations, Titles, Change of Lienholder, Bill of Sales, Pre-purchasing paperwork, special equipment registrations, VIN verifications, etc.)
- Assists with fuel card management processing and reporting.
- Assist with insurance card verifications and distribution.
- Schedules repairs or preventative maintenance, ensuring that the necessary numbers of fleet vehicles are available.
- Collaborates with Fleet and Operations to understand processes and data needs to be utilized by current fleet management system.
- Develops, maintains and updates training documentation as well as delivers training to support user base and identify improvements for the fleet systems.

Qualifications

- Quantitative and qualitative analytical skills
- Project management skills
- Ability to build relationships and provide customer service and user support
- Knowledge of company products and services
- Attention to detail and accuracy
- Written and verbal communication skills
- Computer skills with Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Ability to prioritize, organize, and perform multiple tasks

Desired Background

- High School Diploma or GED, 1 year of experience in accounts payable, business support functions required, or equivalent combination of education or experience
- Prior knowledge of DMV policies and procedures is preferred
- A technical background in the transportation industry with trucks, and/or fleet maintenance will be helpful

Ready to Apply?

Please send your resume to Brianna Newton at careers@chargeEPC.com