



Fleet & Supply Chain Coordinator

Responsibilities:

- Manage and track all company assets including but not limited to vehicles, computers, phones, locating equipment supplies, and general purchases
- Travel to field locations regularly to support Fleet & Supply Chain by ensuring vehicles and assets are properly utilized and maintained
- Ensure paint/batteries have been properly disposed of and coach technicians on proper disposal methods as needed
- Ensure accurate fleet and asset assignments, and proper safe keeping and retirement procedures
- Partner with field leadership by utilizing fleet & supply chain metrics to reduce operational expenditures
- Assist Fleet & Supply Chain Manager with department projects as needed
- Manage local vendor/partner relationships

Qualifications:

- Valid Driver's license.
- Fleet and inventory tracking experience preferred.
- Excel experience preferred
- Locating industry experience preferred
- Associate degree preferred

Required Skills:

- **Attention to Detail:** Ability to efficiently and consistently focus on all areas of a task or project
- **Organizational Skills:** Ability to use your resources efficiently and effectively
- **Time management:** Ability to organize and plan how to divide your time between different responsibilities
- **Verbal Communication:** Ability effectively convey directives, processes, feedback as well as receive feedback from relevant stakeholders
- **Adaptability:** Ability to adjust quickly and effectively to changing circumstances
- **Interpersonal Skills:** Ability to interact and communicate with others in a way that builds trust and credibility
- **Self Management:** Ability to demonstrate self control and an ability to manage time and priorities with little to no supervision
- **Assertiveness:** Ability to express their thoughts, ideas and expectations with their teams in a firm, self-assured, and considerate way
- **Written Communication:** Ability to convey information or ideas through the written word (i.e. email)