

Fleet Manager/Human Resources

Horrocks Engineers is seeking a Fleet Manager to oversee and manage the company's vehicle fleet. Under the leadership of the Corporate Human Resource Director, the position is responsible for ensuring the safe and economical use of fleet vehicles, planning, acquisition, maintenance, repair and disposal of fleet assets. The Fleet Manager must have strong communication skills and the ability to prioritize and execute tasks efficiently

Duties & Responsibilities:

- Maintain electronic databases of leases, registration, inspections, recalls, and maintenance of fleet management
- Ensure fleet availability to meet all request by scheduling, forecasting, and surveying current use trends
- Streamline and monitor fuel purchase system with assistance of Fuel Cards for all vehicles and drivers
- Coordinate the repair and maintenance of all company vehicles
- Develop maintenance plans
- Establish and expand outside vendor and service provider relationships
- Coordinate the acquisition and disposal of company vehicles
- Inform management of concerns or needs in a timely manner
- Investigate and resolve all complaints, questions, and problems associated with company vehicles
- Develop/run/analyze fleet productivity and operational reports
- Monitor driver performance to ensure compliance to policies, laws, and regulations
- Help manage driver assignments
- Report to management about fleet overview and analysis
- Assist with vehicle accident handling
- Maintains and coordinates employee recognition programs
- Administers various human resource plans and procedures for all organization personnel, assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement
- Assists with recruitment tasks as needed (reviews applications, interviews)
- All other duties assigned by management

Requirements:

- Knowledge of the vehicle leasing/purchasing process
- Knowledge of basic accounting concepts
- Strong written and oral communication skills
- Ability to prioritize, execute tasks, and meet deadlines
- Ability to conform to shifting priorities, demands, and timelines

- Ability to elicit cooperation from management, clients, and other departments
- Knowledge of supplier market
- Proficient in Microsoft Office Suite, specifically Word, Excel, and Outlook
- Good understanding of vehicles and equipment

Education/Experience

- Bachelor's Degree
- 2-5 years fleet experience
- Preference given to veterans