

JOB TITLE:	Fleet Coordinator
REGION:	North America – Based out of Tampa FL
REPORTING TO:	(JP) Jaksa Panic – Vice-President, Fleet
OVERNIGHT TRAVEL:	10%

Company and Position Overview:

Big Truck Rental (BTR) is the leader in Front Loader, Side Loader, Rear Loader, Roll-Off garbage truck and Terminal Tractor rentals in North America, all backed by a nationally serviced and supported fleet. BTR began in 2002 and is a growing organization that is looking to expand. BTR is a customer focused organization that is seeking a highly motivated and success-oriented Fleet Coordinator. This position will be responsible for working with the Sales and Operations team managing logistical moves and scheduling requirements for BTR's fleet. In addition, the position will be working with customers to manage communication and expectations specific to logistics (moving BTR's assets).

Essential Job Functions:

- Scheduling – managing all BTR asset allocation to sales opportunities:
 - o Responsible for executing scheduling requests for BTR's fleet (matching assets to sales opportunities) in the most timely and efficient way, utilizing best practices while managing customer timeline requests.
 - o Manage and cultivate relationships with key internal stakeholders focusing on building trust and reliable service specific to scheduling and the fleet department.
 - o Lead the communication with internal stakeholders to ensure all parties are proactively informed of all scheduling events, changes, or issues.
- Logistics – managing all BTR asset movement as required:
 - o Responsible for executing logistics moves for BTR's fleet in the most timely and efficient way, utilizing best-practices while managing costs and expenses via BTR's third-party transport network.
 - o Manage and cultivate BTR's relationship with our key third-party partners (existing and new) while focusing on long-term growth, continuous improvement and cost savings.
 - o Lead the communication with both internal and external customers on all logistics requirements, providing proactive and timely updates specific to all BTR asset moves.
 - o Manage all fleet related expenses and drive reductions in cost through process enhancement, system improvements and ongoing partner negotiations.
- Support the fleet department for additional and supplementary requirements and projects as needed, specific to supply chain (procurement), PDI (pre-delivery inspections), and fleet compliance.

Qualifications:

- High School Diploma / GED
- Minimum 3+ years' experience in a professional environment. Dealer, fleet, logistics and customer service experience is preferred.
- Excellent written and verbal communication skills to work with diverse customer base and internal team.
- Disciplined and strong ability to work in an independent environment.
- Experienced in the use of web-based applications (Salesforce), Word, Excel, PowerPoint, etc.

Please direct inquiries to (JP) Jaksa Panic at jp@bigtruckrental.com or (519) 500-5340