



Position: Fleet Services Coordinator

Location: Leamington, ON

We are currently seeking a Full-Time Fleet Coordinator for our Leamington branch. We remain true to our core values that the root of our success lies with our people. This position is well suited for a very organized, customer-focused individual who excels in a fast-paced environment. Being able to support our drivers and customers and having the ability to professionally manage a fast-paced work environment with changing priorities is the key to success in this position.

Reporting to the Leadhand Technician, the Fleet Service Coordinator is responsible for maintaining accurate and up-to-date records of preventative and scheduled maintenance. This position prioritizes repairs needed and assists in scheduling of these repairs. The Fleet Service Coordinator is responsible for inventory control, maintaining accurate inventory records, ordering parts when necessary and following for delivery to ensure no disruptions in work flow.

RESPONSIBILITIES

- Maintain records of maintenance performed, parts and supplies used utilizing computer fleet program and supporting with paper vehicle records.
- Order parts, receive orders in Cetaris, follows for orders to ensure delivery, maintains accurate inventory records.
- Ensure Lead Hand is aware of any delivery, inventory or service issues.
- Ensure accurate and timely input of service repairs into electronic maintenance program.
- Assist the Lead Hand, when requested, in the scheduling of maintenance work or communication with drivers.
- Monitor progress and completion of vehicles in the shop and calls drivers, or advises dispatch as necessary.
- Ensure that all documents are accounted for, filled out completely and legibly, and filed or distributed to the appropriate parties.
- Monitor Cetaris for warrantee repairs.
- Schedule and coordinate repairs being done by 3rd party service providers.
- May be required to work on special projects or other duties as assigned.

QUALIFICATIONS

- High School diploma preferred.
- General understanding and experience working in a vehicle maintenance facility is considered an asset.
- Strong computer skills, including Excel.
- Strong communication skills with a keen focus on customer service.
- Ability to organize and prioritize and respond to changing priorities and situations.
- Strong attention to detail, time management skills, commitment to follow-up to ensure task completion.

SALARY RANGE: \$48,000 – \$51,000 per year.

TO APPLY: Please email your resume to Branch Manager, Holly Adams at Holly.Adams@switzer-carty.com.

Switzer-CARTY Transportation thanks all interested applicants, however only those selected for an interview will be contacted. Switzer-CARTY welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.