

Fleet Specialist

Dynamic, fast growing company in northeast San Antonio area is looking for a Fleet Specialist.

This position is responsible for:

- Coordinating and managing all fleet related activities
- Processing company vehicle registration and title documents
- Maintaining fleet data in company database file and supporting vehicle filed operations
- Strict adherence to DOT compliance regulations
- Processing IFTA report
- Ensuring alignment of transportation policies and procedures with Company direction and fleet management plans and strategies.
- Coordinating processes in the most efficient and cost effective methods
- Responding to questions and requests as quickly as possible

Requirements of the ideal candidate are:

- At least two years of experience working with fleet management
- Experience with vehicle registration process
- Prior experience in processing IFTA report
- Strong organizational, communication and interpersonal skills
- The ability to multi-task, take initiative and demonstrate a positive attitude in an environment where customer service is vital
- Attention to detail is a must, as is a strong work ethic and willingness to learn
- General computer knowledge and accurate keyboarding skills are critical and must include Excel, Word

We offer competitive compensation and excellent opportunity for learning and growth. Interested applicants should send their resume and salary expectation to resume@goldspur.com for consideration, please use "Fleet Specialist" in the subject line.