



Job Title: Fleet Manager

Salary Range \$80,000 - \$150,000

Salary plus commission position pay depends on experience.

Summary

Manages the interface, bidding, sales and follow-up of commercial accounts. Supports the efforts of the new-vehicle department operations as needed.

Essential Duties

- Maintains contact with federal, state, and/or local government agencies and utilities to secure fleet business, actively utilizing the bidding process.
- Solicits local accounts, commercial fleet accounts for both sales and service.
- Has a strong book of business and relationships with key commercial accounts.
- Ability to uncover new accounts and establish rapid report to drive business.
- Proven track record with high volume sales along excellent CSI.
- Ensures quality deliveries of all fleet sales.
- Acts as source for national and local courtesy deliveries (supplying specifications as needed for orders).
- Provides out-of-stock service for fleet accounts and local leasing companies in conjunction with new-vehicle department manager.
- Works with General Manager to stock correct inventory for Fleet accounts to minimize any aging.
- Supplies new-vehicle department manager with monthly forecasts of fleet car and truck deliveries.
- Follows up on dealership payment for delivered fleet, lease company and commercial account vehicles routinely.
- Maintains professional appearance.
- Attends managers meetings as requested.
- Participates in local events, attends business mixers, and represents the company in the community.
- Processes all Courtesy Deliveries for
- Other tasks as assigned.

Marginal Duties

[Not applicable at this time.]

Supervisory Responsibilities

[Not applicable.]

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

- Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related sales experience and/or training; or equivalent combination of education and experience.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in a professional written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

- State Sales License
- Valid Driver's License

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Title:	Fleet Manager
Department:	Sales
Reports To:	General Manager
FLSA Status:	Non-exempt
Prepared By:	President
Prepared Date:	September 25, 2025
Approved By:	Human Resources Manager / President
Approved Date:	September 26, 2025
Revised Date:	October 3, 2025
Job posting expires:	November 1, 2025