

JOIN OUR TEAM

WE'RE GROWING!

Working at All West Communications means joining a growing company that values community and creating opportunities in the areas we serve. We know that the services we provide give people access to information, entertainment, and communications across town and around the world. We are neighbors serving neighbors and believe that EVERY CONNECTION COUNTS.

We are seeking a dynamic and detail-oriented Fleet Coordinator to join our team and ensure the optimal operation, maintenance, and management of our diverse fleet of heavy and light-duty vehicles and equipment. In this role, you will support the organization through managing the company fleet, ordering and receiving equipment, fleet supplies, fleet vehicles, and fleet related materials. Maintaining and updating fleet records and reports and ensuring the fleet is well maintained and ready for use.

Responsibilities:

- Assumes responsibility for company vehicles for the purpose of ensuring vehicles are available, in compliance with safety standards, and adhere to laws and regulations
- Tasks may include tracking mileage, coordinating maintenance, ensuring necessary annual inspections, verifying each vehicle has appropriate registration and renewal stickers, updating GPS systems, installing decals, seat covers, and other accessories etc.
- Coordinates with the Director of Procurement, and inventory coordinator for fleet related purchasing.
- Tasks may include submitting requisitions, coordinating with purchasing and accounting, receiving fleet related material etc.
- Receive and complete daily workload through the inventory/fleet/purchasing ticketing system
- Tasks may include responding and communicating to internal customers through the ticket system, filling out correct ticket information, completing tickets in the ticketing system in a timely manner
- Performs the shipping function for the purpose of ensuring items are sent and received in a timely manner
- Tasks may include tracking equipment/materials with warranties, returning damaged equipment, monitoring UPS for outgoing shipments, etc.
- Receive materials and equipment for the purpose of ensuring what has been ordered has been received accurately and timely
- Tasks may include receiving ordered equipment, signing for received items, unloading freight/delivery trucks, storing equipment/materials in proper locations, marking equipment/materials/supplies as received in the purchase order program, etc.
- Fill out and maintain monthly, quarterly, and annual fleet reports
- Tasks may include gathering data from fleet or assigned drivers, entering report data into multiple software programs, auditing reports and verifying accuracy, ensure required data is being received from other departments regarding fleet, etc.

Other Functions

- Communicate with internal customers the status of received and shipped inventory items
- Maintains records for the purpose of ensuring accurate and timely documentation of company property
- Tasks may include keeping inventory records up to date and accurate, tracking and reporting equipment usage by other departments and other All West companies, reporting and removing items to be discarded, e
- Other tasks as assigned

Requirements:

- Should demonstrate abilities in the following areas:
- Exceptional teamwork – and delegation where needed for working with coworkers
- Strong customer service and communication skills for working with everyone
- Negotiation and persuasion with vendors and customers
- Independent problem solving and planning/organization skillsets
- Comfortability with having daily and weekly interactions via phone, email, and face to face contact to complete tasks
- All West believes the following will help our employees succeed in the role:
- High school diploma,
- Associate's degree in accounting or a related field, preferred
- At least two to three years of inventory management,
- At least two to three years of telephone experience,
- A valid UT driver's license and good driving record,
- Ongoing training will be required by the company.
- Willingness to travel 10% of the time

Work Environment

Works in an office environment may require occasional bending, carrying, lifting up to 40 lbs. independently. May squat, twist, turn, and require frequent use of manual dexterity and visualization of computer equipment. Will make frequent use of general office equipment, computers, and phone systems. Occasional travel required. May be required to work hours outside of standard work schedule. Occasional overtime required

All West is a drug free workplace, conducting pre-employment and random drug testing. Benefits include medical, dental, short-term disability, life insurance, AD&D, 401k with company match, PTO, paid holidays, and more!