**Job Title: Fleet Coordinator**

**About North Atlantic**

North Atlantic is a diverse and growing, province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we’ve built our reputation on quality products, extraordinary service, and support for local communities. With our *people first* approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we’re driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

**For more information about the North Atlantic, please visit** [www.northatlantic.ca](http://www.northatlantic.ca)

**Position Overview**

The Fleet Coordinator supports the Operations Supervisor in the day-to-day management of the fleet to meet utilization targets and maintain compliance with regulatory bodies. This role supports fleet management improvement initiatives, maintenance practice development and fleet utilization objectives. This position will also work closely with Dispatch to coordinate and manage resource requirements.

The Fleet Coordinator is also responsible for the receipt of all Fleet related invoices and their applicable accounting for submission to the Operations Supervisor.

The objective of this role is to promote awareness of safety, maximize fleet savings and increase the overall fleet dependability and efficiency. All the key responsibilities are directed toward minimizing downtime of all fleet operations and obtaining a high degree of fleet reliability.

**Duties and Responsibilities:**

* Enforce and assist in improvement of preventative maintenance program to optimize the life cycle of single axle and tandem fleet
* Schedule fleet work with 3rd party partners/vendors and ensure maintenance is planned and meets company standards. Minimize fleet downtime and increase fleet dependability
* Oversee our processes and procedures to ensure compliance with all regulatory agencies: including MVI, 1-year (V & K), 5 year (V, K, I & P)
* Maintain a strong working knowledge of industry regulations, restrictions, and laws, ensuring the company's adherence to these regulations, and remaining current on the industry's standards and new innovations, materials, tools, and processes
* Promote and encourage a positive attitude to Health & Safety
* Maintenance invoice monitoring and reconciliation
* Maintain a database of truck and driver information
* Advise of potential efficiencies and opportunities to improve results
* Oversee vendor management, including vendor compliance and audits
* Maintain records for all maintenance transactions for budgetary purposes
* Deliver status updates and pertinent information as required to Operations Supervisor and various internal and external parties or customers
* Serves as a front-line contact of Fleet Services
* Other duties as assigned

**Qualifications:**

* 2 - 5 years of experience in a fleet management role, preference given to candidates with a delivery fleet background
* Diploma in Business Administration, Supply Chain, Office Administration or combined equivalent related work experience may be considered
* Valid Class 5 driver’s license
* Knowledge of industry regulations, restrictions and laws
* Understanding of digital analysis, business management, and financial comprehension
* Working knowledge of automotive and heavy-duty mechanics and equipment
* Must be current with the latest truck technology and understand current trends
* Good understanding of diagnostic tools
* Advanced computer skills, able to navigate diverse programs and experience using MS Office
* Ability to multi-task in a fast-paced environment
* Strong communication skills to effectively monitor the fleet
* Organization and time management skills
* Keen attention to detail

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

**We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution• Employee and Family Assistance Program• Free on-site parking • Employee engagement activities**

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.