



Position Announcement

Director of Rental Operations

Join [Orange EV](http://www.orangeev.com), a fast-growing manufacturer of electric vehicles that are better for the earth, people and the bottom line. Make a difference for the world as part of a company leading the electric vehicle revolution.

Position Summary

This position reports to the CFO and is responsible for architecting, building, and overseeing rental fleet operations at Orange EV. This role requires a combination of strategy, operations, and entrepreneurial skills. The Director will design the program, oversee and marshal resources, and build and manage department staff.

Position Responsibilities

- Oversee and help form the strategic vision for the rental fleet division;
- Use prior experience and be forward looking to assess rental market industry trends, opportunities, and threats;
- Identify, source, manage, and develop all rental fleet staff members;
- Coordinate with sales, service, rental staff, and customers to deliver high asset utilization;
- Prepare financial and operational forecasts and budgets;
- Develop, institute, and track rental fleet KPIs;
- Create and maintain scheduling, inventory, and demand reports;
- Develop all SOPs and documentation for asset acquisition, renewals, quotes, invoices, rental agreements, inspections, sales and use tax, R&M, audits, driver and customer verification, COIs, and licenses, among others;
- Help form and oversee asset disposition and total lifecycle of equipment for the rental program;
- Responsible for the accuracy of all invoicing, knowing when to include/exclude transportation, cleaning, R&M, electricity usage, damage waiver, and other charges etc.;
- Select the appropriate rental fleet management software;
- Work within company ERP system to capture all financial activity and data;
- Help guide rental market segment penetration, add new customers, and maintain existing customer base;
- Understand the competition and movements in markets and recommend prices, offerings, and promotions;
- Advise, recommend, and support correct insurance coverages for corporate rental program and customers;
- Meet with rental department employees to prioritize customer service issues;
- Proactively involved with credit and collections to prevent past due accounts and resolve any customer conflicts;
- Ensure accurate, compliant, and timely responses to all internal and external inspections and audits;
- Prohibit the lapse of any registrations or other pertinent filings;
- Responsible for the budget and performance of the rental department;
- Identify, perform, and direct requisite ad-hoc analysis;
- Direct all required sales and use tax filings;
- Structure rental program to mitigate and avoid losses on insurance policies; and
- Engineer risk mitigation across the department both contractually and operationally.

Position Qualifications

- 5+ years prior experience managing, preferably building, a trucking rental program;
- Demonstrated success in a rental program with an equipment intensive business;
- Knowledge and expertise with rental fleet management software;
- Experience using accounting software and Microsoft applications such as Word, Excel and Outlook;
- Experience working with external parties: banks, insurance, 3PL, and deployed field personnel;
- Meticulous attention to detail;
- Exceptional organizational skills with the ability to lead; and
- Bachelor's degree in a supporting or related field.



Ideal Candidates Will Also Have

- Mechanical savvy and aptitude to quickly troubleshoot, diagnose, and problem solve equipment;
- Proficient skills operating heavy equipment especially in a rental fleet along with practical applications;
- Managed multi-site operations nationally; and
- Experience and knowledge of DOT and over the road trucking regulations.

*Orange EV is an Equal Opportunity Employer and seek diversity in candidates for employment.
EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity*