



Position Announcement

Rental Fleet Administrator

Join [Orange EV](#), 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 Director of Rental Operations and is responsible for the administration and coordination of the organization's rental fleet vehicles. This position maintains accurate records of vehicles, ensures compliance with internal company procedures, government rules and regulations, and files paperwork in support of compliance.

Position Responsibilities

- Manages all asset acquisition documentation (registration, plates, titling, insurance, renewals, etc.)
- Provides accurate and timely rental quotes to customers;
- Manages scheduling, customer pick-up/return, and facilitates high utilization of rental fleet;
- Works with service team to schedule repair and maintenance;
- Maintains and writes internal company rental policies and procedures;
- Coordinates and conducts scheduled field audits of equipment;
- Uses fleet management software to keep detailed reports, documentation, and compliance;
- Works within company ERP system to record and capture accurate financial activity;
- Generates customer rental agreements, invoicing, and ensure collections;
- Obtains all requisite customer documentation (e.g. license) before releasing vehicle;
- Verifies and enforces proper customer insurance and certificates of insurance;
- Maintains process and all required documentation for customers (rental agreement, check-in/out forms, etc.);
- Ensures all licenses are filed and renewed for business operations in multiple states;
- Files all tax returns, financial reports, and registrations in a timely manner
- Provides input to annual corporate budgets;
- Analyzes financial results and performs variance analysis;
- Gathers, supports, and files required tax filings;
- Oversees all insurance claims and coverages for rental program; and
- Schedules timely interstate shipment of vehicles to match availability with demand.

Position Qualifications

- 3+ years prior experience tracking, reporting, and analyzing equipment and assets;
- Demonstrated success in a rental equipment business;
- Knowledge and expertise with fleet management software;
- Experience with accounting software and making entries;
- Advanced skills in Microsoft applications such as Word, Excel and Outlook; and
- Meticulous attention to detail and ability to multi-task.

Ideal Candidates Will Also Have

- Experience working with external parties: banks, insurance, 3PL, and deployed field personnel;
- Experience with DOT, IRP, apportionment, and over the road commercial trucking; and
- Bachelor's degree in a supporting or related field (economics, general business, finance, accounting, supply chain).

Orange EV is an Equal Opportunity Employer and seek diversity in candidates for employment.

EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity