

Manager, Fleet Services

The Company

The Jim Pattison Group is the second largest privately held company in Canada. With over 39,000 employees, 545 locations worldwide and \$8.4 Billion in sales, the company is well diversified with several operating groups including Jim Pattison Lease.

Jim Pattison Lease has been operating in Canada since 1961. Headquartered in Burnaby, BC the company has additional branches in Victoria, Toronto, Calgary, Edmonton and Montreal. Jim Pattison Lease is Canada's leader in customized fleet management, providing vehicle fleet leasing, vehicle remarketing (through both wholesale and retail channels) and fleet management solutions for commercial enterprises.

Job Summary

We are currently looking for a passionate and driven Manager for our Fleet Services department based in our Calgary office. Reporting to the Senior Vice President (SVP), the Manager, Fleet Services will be responsible for day to day operations of the Fleet Services department. This is a full time position with a desire to start immediately.

Key Responsibilities:

The successful candidate will be responsible for:

- Day to day management of the Fleet Services team
- Recruitment, training and ongoing development of the Fleet Services department personnel
- Day to day management of all Fleet Card programs, including fuel, maintenance, call centre, fuel reporting/monitoring
- Management of safety programs including accident management and driver abstracts
- Managing and on-boarding of supplier network
- Managing factory ordering process
- Account Management for select Fleet Services' program clients
- Participating in client meetings and providing overall Fleet Services support to other departments

Requirements:

- University degree or college diploma preferably in Commerce, Marketing or Business Administration
- Minimum of 2 years' experience in similar role

- A focus on customer service, in order to solve customer issues
- Solid organizational capability, ability to multi-task and excellent attention to detail
- Flexible, responsive and ability to exercise good judgement
- Ability to perform as part of a team as well as individually
- Excellent communication skills both written and verbal
- Automotive mechanical experience would be an asset
- Bilingual (French/English) would be an asset

Please E-mail your resume and cover letter to greatcareer@jplease.com if you are interested in applying for this position.