

The Company

The Jim Pattison Group is the largest privately held company in Canada with over 49,500 employees worldwide; operating a large number of companies in a diverse set of industries. Jim Pattison Lease has been operating in Canada since 1961. The company has branches across Canada and the United States and is a Leader in Customized Fleet Management, providing Vehicle Fleet Leasing, Vehicle Remarketing through both wholesale and retail channels, and Fleet Management solutions for commercial enterprises.

About Jim Pattison Lease: <http://www.jimpattisonlease.com/about/>

About the Jim Pattison Group: <https://www.jimpattison.com/about/our-story/>

Are you interested in building your career with a reputable, leading fleet management company that is continually growing?

Jim Pattison Lease is seeking a highly motivated individual for the unique opportunity of building your personal career with a stable organization that is continually growing.

The Opportunity

We are seeking a highly motivated and detail-oriented Fleet Administrator specializing in Fuel Management. This role is a critical component of our Fleet Services department, reporting directly to the Director of Fleet Services. The successful candidate will be responsible for managing all aspects of fuel utilization and procurement, ensuring efficient and cost-effective fleet operations.

Position Description

The Fleet Administrator - Fuel Management will oversee the comprehensive management of fuel-related activities. This includes handling vendor billings, invoicing, management of third-party fuel cards, and addressing fuel transaction inquiries and investigations.

Position Responsibilities and Accountabilities

- Managing and uploading daily fuel transaction files, conducting fuel velocity reviews.
- Administering third-party fuel card programs, including issuance and monitoring.
- Investigating and resolving inquiries related to fuel usage and addressing drivers' questions.
- Analyzing fuel usage data to identify trends and reporting these findings.
- Conducting investigations into potential fuel fraud.
- Overseeing the renewal and replacement of fleet cards, ensuring timely updates.
- Handling queries related to fuel invoice discrepancies.

- Manage vendor relations effectively and escalate any issues
- Support Fleet data input during high-volume periods
- Work on other special projects from time to time as designated by Management

Key Attributes and Skills

The Fleet Administrator role is vital to our success as we continue to be a Best in Class service provider in our target market. This is a customer, driver and field support position whereby the individual in this role must possess the following attributes:

- Bilingual proficiency in French and English is highly desirable.
- Demonstrated excellence in administrative and interpersonal skills.
- Proven ability to work collaboratively as part of a team.
- Strong customer service orientation, with a positive and enthusiastic approach.
- Exceptional time management and organizational skills.
- Proficiency in Microsoft Office suite.
- Proficiency in advanced Excel functions.
- Effective communication skills, including excellent telephone etiquette.
- Advanced problem-solving and analytical skills.
- Background in accounting or finance is advantageous.
- Skilled in troubleshooting and data analysis.

How to Apply

If this opportunity is of interest to you, please send your resume and brief cover letter to greatcareer@jplease.com

Candidates must have a valid driver's license and be eligible to work in Canada. We thank everyone for their interest however only those qualified and considered for an interview will be contacted at this time.