

**Title: Fleet Operations Clerk**

**Term: Permanent, Full-Time**

**Location: Coquitlam, BC**

**Date Posted: January 4, 2018**

**Closing Date: Open Until Filled**

### **ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

### **SUMMARY**

The Fleet Operations Clerk performs a variety of administrative and clerical support duties for the Fleet Operations team. Tracks and enters information into a database, runs reports and other general clerical duties such as answering and directing incoming calls, filing, faxing and copying.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Run detailed weekly reports of all fleet activities;
- Track vehicle/equipment mileage and operating hours;
- Reconcile fleet records against vendor invoices to ensure accurate billing;
- Performs a variety of clerical duties to support leases, buyouts and registration changes;
- Data entry, maintains computerized information systems for inventory control, accounting, and fleet record keeping as required for fleet management operations;
- Assist with vehicle insurance and registrations;
- Prepares transfers and codes fuel invoices;
- Performs a variety of clerical duties to support the Fleet Operations team related to transfer of equipment, insurance and registration, fleet safety, and vehicle accident documentation, etc.;
- Performs other related duties as required or assigned.

### **JOB REQUIREMENTS**

- Must be proficient with Microsoft Office software, emphasis on Excel proficiency;
- Strong communication skills (verbal and written);
- Strong attention to detail and solid data entry capabilities;
- Ability to multi-task and prioritize;
- Must be able to work with limited supervision;
- Strong problem solving and analytical skills;
- Positive work attitude, team player and exhibits a professional manner.

### **EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- High school diploma and a minimum of 2 years of related work experience;
- Familiarity with National Safety Code Level I and II would be an asset;

- Familiarity with custom brokerage documentation would be an asset.

**CORPORATE COMPLIANCE RESPONSIBILITIES****We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

**We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

**We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

**We take pride in what we do – how we show up is important.**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

**We stand among the very best – doing it right makes our reputation even stronger.**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

**We respect our position in the broader community – act in accordance with our culture and values.**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.

- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**COMPENSATION**

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.