

Title: Fleet Administrator**Term: Permanent, Full-Time****Location: Phoenix, AZ (Hybrid)****ROKSTAD STRATEGIC INTENT**

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

SUMMARY

The Fleet Administrator is the subject matter expert on all Title, Registration, IFTA, IRP, and CARB requirements for Rokstad. This role is responsible for managing all T&R, IFTA, IRP and CARB programs across the enterprise. The candidate must have experience with multi-state T&R, IFTA, and IRP programs.

This is an excellent opportunity for someone who thrives on implementing best practices, continuous improvement, and strategic methodology to support current and future needs.

This hybrid role will work out of our north Phoenix headquarters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages vehicle titles and titling;
- Manages vehicle registrations of owned and leased vehicles, ensuring registrations are completed on time;
- Administers IFTA & IRP programs, to include filing or reports, decal ordering and distribution;
- Manages CARB compliance reporting;
- Performs analysis of current process/programs/vendors and recommends changes as needed;
- Manages toll program and violations;
- Prepares reports and presents on program status and changes;
- Provides education on programs, requirements, and benefits;
- Other duties as required.

JOB REQUIREMENTS

- Strong organizational and time management skills including the ability to prioritize multiple tasks;
- Ability to work independently;
- Professional demeanor and superior customer service skills;
- Experience with multi-state title and registration programs;
- Able to effectively communicate both verbally and in writing;
- Strong attention to detail;
- Proficient with Microsoft Office products.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Experience with multi-state T&R, IFTA, and IRP programs required;
- Previous experience working with commercial equipment, machinery, and vehicles.
- Previous experience with Fleet Management Information Systems (FMIS), Fleetio preferred;
- Previous experience with Telematics systems, Samsara preferred, but not required;

- Construction industry experience an asset.

WORKING ENVIRONMENT

- Travel to off-site locations may be required (< 10%);
- The use of safety equipment will be required at off-site locations, e.g., steel-toed safety boots, safety glasses/goggles, etc.;
- Work both indoors and outdoors.

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.

HOW TO APPLY

If you are looking for an exciting career with a fast growing, progressive company, please email your resume to 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.