



SEFNCO Communications is currently recruiting for a Fleet Administrative Assistant for our Puyallup, WA facility!

Operating from multiple locations, SEFNCO Communications has the ability to provide single source engineering, construction, and management solutions that meet the growing needs of phone, broadband, cable and cellular companies throughout the Western United States. Our expertise has positioned us to support local, State, and Federal agencies, including military installations. It is the same fundamentals that founded the company that drive the company today. SEFNCO Communications is committed to providing the highest level of quality service to our customers and the communities we live in.

Job Purpose:

The primary role of the Fleet Administrative Assistant is to assist the Fleet Manager in the day to day administrative and clerical support for the area. This role reports to the Fleet Manager and interacts with all levels of the organization.

Primary Duties:

- Assist in collecting weekly vehicle inspection forms and daily DVIR's, follow up on any that are missing
- Administers the Good To Go and Fast Track program(s)
- Assists in the licensing and registration of new and existing fleet units
- Assist in fuel pin/card issuance, collection and cancellation
- Assist with vehicle telematics program
- Conduct work order reviews
- Assists with all state permitting requirements
- Manage fleet reporting
- Assist with fleet purchases and procurement; work with vendors as needed
- Maintain Fleet Maintenance Pro system
- Participate in a wide variety of special projects and compile a variety of special reports
- Special projects- reports, filing, research, etc.
- Attend meetings in order to record minutes
- May provide backup support and assistance to other staff members

Desired Knowledge, Skills, and Abilities:

- High school graduate required with some college or trade school preferred.
- Basic automotive knowledge
- Knowledge of vehicle and off road licensing, including GVWR/GCWR
- Proven strong analytic/problem solving/arithmetic skills.
- Proficient with Microsoft Office products (with emphasis on Excel).
- Experience working with database software; ERP systems Microsoft Dynamics AX-2012 Version.
- Ability to become proficient with customer "Host Systems" as required.
- Practical and conceptual thinking as related to project descriptions and needs.
- Communicate with co-workers, management, customers and vendors in a professional manner.
- Ability to work in a fast paced high volume work environment.
- Dependable, flexibility to work weekends and holidays, as needed.

- Work independently under minimal supervision.
- Perform other Duties or Special Projects as assigned.

Benefits:

- Competitive wage
- Medical
- Prescription
- Vision
- Dental
- 401(k)
- Paid Time Off (PTO)
- Holidays
- Life Insurance/AD&D

To apply, send resumes via this posting RE: Fleet Admin_CORP

Pre-employment drug screen and criminal background check required.

SEFNCO participates in E-Verify and E-Screen.