



Czech

Více hodnoty.
Více důvěry.

TÜV SÜD Czech s.r.o.

We are looking for new colleague on the position of Fleet Management Specialist

Fleet Logistics, international leader in Fleet Management and member of the TÜV SÜD group, is looking for new colleague to join its Czech office on the position:

Fleet Management Specialist - International Company

You will act on behalf of local and international companies that have decided to outsource the operational and strategic management of their car fleet to Fleet Logistics. In this intermediate position between customer and supplier, you will:

- **manage fleet of our international customers (Czech Republic and Slovakia) - be involved in the car ordering process**
- **keeping actual data in our internal system and agenda**
- **regular reporting**
- **taking part in a regular telephone call with a client or with a company management**
- **talk to client contact person and be able to provide them with advice and data**
- **be interacting with drivers and solve any issue they might have**

A typical Fleet Management Specialist is someone who's in fond of the automotive industry, with strong administrative skills, but who has also qualities that relate to the hospitality business: friendly, service minded, customer satisfaction oriented.

Practically, you have a good knowledge of most of the MS Office tools (Word, XL, including pivot tables, VLookup, PPT...), and you can easily learn to use more complex operating systems.

In terms of language skills, the minimum requirements are Czech/Slovak and English, but other languages (German...) will clearly put you in front of the line.

You have experience in an automotive related environment (ideally 2/3 years of experience in a leasing company or a fleet management company) **it is a great advantage.**

You are able to manage different tasks for different customers in parallel. You know our customer contracts by heart and are used to work with SLA's and KPI's.

You like to have fun at work & your colleagues like to have you in the team!

Fleet Logistics operates in 18 different European countries and is a unique, knowledge-based fleet organization, offering expert and impartial advice and management services, ranging from fleet solutions to strategic procurement and ongoing supplier monitoring.

Fleet Logistics' support services enable clients to reduce costs, simplify administration, and achieve maximum effectiveness for their fleet policies and operations.

We look forward to hearing from you, please send us your CV to prace@tuv-sud.cz