

**Job title:** Manager, Automobile Fleet  
**Department:** Sales Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval date:**  
**Date reviewed:**  
**Employment status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

*Manages the interface, the tendering process, sales and follow-up for fleet accounts. Supports the new car department team, as necessary.*

**The MAJOR TASKS** are listed below, but the incumbent may be assigned to other duties.

- Keeps abreast of the manufacturer's product and program novelties involving the automobile fleet and retail sales.
- Keeps in touch with businesses and federal, provincial and municipal agencies and departments, with a view to obtaining automobile fleet contracts, using the tendering process in a proactive manner.
- Solicits business accounts for the fleet.
- Ensures that all fleet products delivered are of excellent quality.
- Delivers courtesy vehicles.
- Together with the manager of the new car sales department, services fleet customers and local rental companies when they are out of stock.
- Submits monthly forecasts for deliveries of fleets of automobiles and trucks to the manager of the new car sales department.
- Closely, and on a routine basis, monitors payments owing to the dealership for fleets delivered and for corporate account cars, as well as amounts owing from rental companies.
- Prepares the invoices and follows up on accounts receivable.
- Writes the necessary correspondence.
- Participates in activities organized by the manufacturer for corporate customers.
- Maintains a professional appearance.
- Takes part in management meetings, if invited.
- Performs other tasks, based on management requirements and instructions.

### **SECONDARY TASKS**

- *Description of one or more secondary tasks to be added, according to your needs.*

## **JOB REQUIREMENTS**

**Language skills  
Knowledge and skills  
Responsibilities**

**Effort  
Work conditions  
Other requirements**

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Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

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***N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.***

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