	<b>Fleet Assistant</b>  <b>Job Description</b>		<b>Document Number:</b>  JD-SS-04.02
	<b>Department:</b> Fleet Management	<b>Effective Date:</b> January 28, 2020	<b>Revision No</b> 1

### **I Reason for Existence**

Provides administrative assistance within the Fleet Department to ensure that inspection, repair, and maintenance activities will be conducted on-time and smoothly.

### **II Immediate Leader**

Reports to the Fleet Supervisor


### **III Duties and Responsibilities**

1. Secures and maintain inventory of all parts in the motor pool by regularly updating the inventory record to ensure availability of fast-moving and critical parts.
2. Updates the Parts Inventory Monitoring file Tools Monitoring file by conducting weekly cycle count to ensure accuracy of reports being submitted to Fleet Manager.
3. Checks availability of parts on stock, minimum/maximum stocking quantity and Equipment Inspection Report (EIR) prior requesting of parts and issuance to Mechanic and/or Fleet Supervisor to ensure efficient repair and maintenance program.
4. Accounts log and monitor parts and tools being issued and received by recording it to a monitoring file to ensure accountability.

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5. Records all recovered parts/materials from repair in Inventory Monitoring based on Material Recovery Form (MRF) to ensure accountability of recovered parts.
6. Assists in planning, preparation, and execution of fleet-related issues by using historical data and forecasting to ensure flexibility and smooth repair and maintenance.
7. Maintains cleanliness and orderliness of Fleet office by practicing and observing 5S to ensure a quality workplace.
8. Performs any other function as assigned by his/her immediate leader.

#### IV Minimum Qualifications

1. College graduate
2. With one (1) year of experience related to the job
3. Proficient in Windows-based applications (Word, Excel, and PowerPoint) including database management
4. Diligent, organized and detail-oriented
5. A team-player and can work with minimal supervision

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