Fleet Graphic Install Coordinator

The Fleet Graphic Install Coordinator is responsible for coordinating all fleet install activities for VMS. The job entails good organization skills and properly communicating appropriate actions to meet customer's requests for their vehicle graphics. Responsible for providing world-class service to all Fleet customers, internally and externally, and serves as point of contact for certified 3rd party installers.

Responsibilities:

- Successfully navigate multiple computer, telephone, ERP business systems, email, order entry, vendor web portals, and applications proficiently.
- Multi-tasking in fast-paced work environment with internal team players and external subcontractors/vendors/clients.
- Actively searches for certified installers, obtains quotes, AFA and layout drawings, creates material/labor purchase orders, job tickets and invoices the customer.
- Must be able to build positive, productive relationships with customers, vendors, and clients, as well as internal VMS team members.
- Responsible for daily install schedules, problem solving, shipment notification, order status updates, prioritizing, expediting and maintaining specified timelines.
- Adhere to the policies as listed in the VMS Employee Handbook.

Minimum Qualifications:

- Excellent phone and communication as well as interpersonal, verbal, and efficient organizational skills required.
- Excellent listening skills, problem solving, questioning, analytical and qualitative skills with ability to resolve conflicts effectively.
- Strong organization, time management, problem-solving, and multi-tasking skills.
- Self-starter with ability to work independently with minimal supervision.

Education/Experience:

- High School diploma/GED or equivalent required.
- Associate degree or equivalent preferred with a minimum of 3 years' experience in a project coordinator/customer service role.
- 3-5+ years' experience in business to business environment required.
- Proficiency with Microsoft Suite, including: Word, Excel, PowerPoint and Outlook required.

Submit your resume to info@vmsinc.com.

VISUAL
MARKING
SYSTEMS