

# United States Jobs Expertini®

## Administrative Specialist

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Company: The Waldinger Corporation

Location: United States

Category: other-general

The Waldinger Corporation has an exciting opportunity for an Administrative Specialist to join the team! This role will assist our Fleet Department with facilitating vehicle registration and procurement as well as maintaining various databases and accounts. Our ideal candidate will be highly organized, have an unwavering commitment to accuracy, and have the ability to interpret large amounts of data and find patterns and insights.

**Responsibilities:** Collection and input of fleet vehicle information Uphold safety protocols ensuring strict adherence to DOT regulations. Coordinate and schedule preventative maintenance tasks, maintain optimal fleet vehicle performance and reliability. Maintain accurate and up-to-date records related to our fleet vehicles. This includes detailed maintenance history, repair records, registrations, licensing, and compliance with all regulatory requirements. Adhere to the budgets related to fleet operations, ensuring cost-effectiveness and adherence to financial goals. Collect and analyze data in regular reports on key performance indicators including fleet operations, including vehicle utilization, maintenance costs, fuel consumption, and overall performance. Various administrative tasks as needed

**Requirements:** Bachelor's degree in business or a related field preferred Computer skills with Microsoft Office (Word, Excel, Outlook) Must be able to navigate Excel with advanced proficiency Excellent data management and analysis skills Ability to communicate effectively Strong problem-solving abilities Critical Thinker

**We Offer:** Paid holidays Health, dental, and vision insurance Growth potential with a stable company Paid vacation Health club reimbursement Wellness - \$100 a year for getting your yearly physical 401k with company match and profit-sharing Tuition reimbursement Term, AD&D and Dependent Life insurances Prepaid Legal

THE WALDINGER CORPORATION is a full-service

mechanical, electrical, sheet metal and service contractor operating under a people-first approach. The Waldinger Corporation has branches throughout the M.W. and S.E. United States and has built a reputation as an industry leader since its beginnings in 1906. The Waldinger Corporation is an EOE, including disability/vets. The Waldinger Corporation participates in E-Verify.

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