

The Fleet Procurement Analyst – Used Cars will monitor market conditions and vehicle availability on a daily basis in order to secure low cost used vehicles. They will utilize various online portals to evaluate daily inventory. This position works directly with the Manager – Fleet Procurement to ensure procurement activity is aligned to overall fleet plan and financial objectives.

Key areas of responsibility include:

- Coordination and completion of all on-line used car purchasing including day to day execution and reporting.
- Develop and implement strategies to lean processes.
- Utilize raw data to interpret any key finding or analysis for daily decision-making process.
- Analyze and make recommendations for daily, weekly and monthly reports.
- Direct and coordinate activities of all stakeholders.
- Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with many layers of management internally, externally and within operations
- Work with teams, preparing work schedules and assigning specific duties.
- Manage the movement of goods into and out of production facilities.
- Monitor businesses and agencies to ensure that they efficiently and effectively provide needed services while staying within budgetary limits.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvements.

Educational Background:

- Minimum 4 year college degree.
- Prefer Master's Degree in Finance, Business Administration, Quantitative and Analytical disciplines including: Operations Research, Industrial Engineering, Actuarial Sciences/Statistics, Mathematics, Finance, Decision Sciences or Economics

Professional Experience:

- Experience in the auto industry, rental car industry or fleet management is a plus.

Knowledge:

- IT process management
- Business Development and Project Management

Skills:

- Must have advanced skill using Microsoft Excel
- Strong problem solving and negotiating skills
- Strong presentation
- Excellent written and verbal communication
- Project Management
- Ability to communicate professionally and effectively with all levels of company personnel and vendors.
- Must be willing and able to relocate to Estero Florida or surrounding areas.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at: <https://usjobs-hertz.icims.com/jobs/85337/fleet-procurement-analyst/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>