



Peri & Sons Farms is seeking applications for a full-time **FLEET ADMINISTRATIVE ASSISTANT** in Yerington, NV.

Position Summary:

This position is responsible for a variety of administrative tasks, including vehicle registration, Geotab and Fleetistics monitoring, fuel card management, bill of lading distribution and tracking, asset management using AssetWorks software, and transportation permit coordination. The Fleet Administrative Assistant will work closely with the fleet department to ensure the smooth operation of our vehicle & equipment. Some of the job functions include:

- **Vehicle Registration:** Assist in the registration and documentation of all fleet vehicles, ensuring compliance with local and state regulations.
- **Geotab and Fleetistics Monitoring:** Monitor and analyze data from Geotab and Fleetistics systems to track vehicle performance, safety, and efficiency.
- **Fuel Card Management:** Set up and troubleshoot fuel cards for fleet vehicles, monitor fuel usage, and maintain accurate records of fuel transactions.
- **Distribution and Tracking of Bill of Ladings:** Ensure that all necessary shipping documentation is distributed to drivers and accurately track and file completed bill of ladings.
- **Asset Management with Assets Works Software:** Assist users with Assets Works software to track and manage the GPS, maintenance and repairs of fleet assets, including vehicles and equipment. This includes Geotab installations and renewals.
- **Coordinate and obtain transportation permits** as required by local and state authorities, ensuring compliance with regulations.

Desired Qualifications:

- High school diploma or equivalent; Associate's or Bachelor's degree in a related field is a plus.
- Bilingual English/Spanish (required).
- Previous experience in fleet administration or a related role is preferred.
- Proficiency in using fleet management software, including Geotab, Fleetistics, and Assets Works (preferred).
- Strong organizational skills and attention to detail.
- Excellent communication skills and the ability to work well in a team.
- Knowledge of vehicle registration and transportation permit regulations.

Physical Demands and Work Environment:

Physical demands are consistent with typical office work. Work is performed mainly in an office setting. Typical work hours are M-F, 8:00am to 5:00pm; however, work outside these hours is occasionally required.

Compensation:

Starting base salary will be competitive and will depend on the candidate's qualifications. Eligibility for discretionary profit-sharing bonuses after 1 year. Information regarding the benefits package is available on our careers webpage: <https://periandsons.com/join-our-team>.

How to Apply:

Candidates may apply online from the career page of the company's website or by emailing a cover letter and resume to employment@periandsons.com. Hard copy applications are also available at 102 McLeod St., Yerington, NV. Applicants who require reasonable accommodations are encouraged to contact the company's Human Resources Department at humanresources@periandsons.com or 775-463-9904.

Peri & Sons Farms is an equal opportunity employer.