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We're seeking a talented Turnback Coordinator to join our **Orlando** team!

Join Our Maintenance Team!

Under general supervision, this position provides prompt and professional oversight to our deletions process for fleet exit. You will be responsible for ensuring that all vehicles have the correct documentation for file retention, verify items that need repair/replacement, and expedite the vehicles to ready status

Essential Duties and Responsibilities

- Ensure accuracy of prep-sheet completion by outside vendor.
- Inspect prepped deletion vehicles for condition, notifying Manager of vehicles out of tolerance.
- Makes obvious decisions to repair/replace based on prep-sheet findings / verification / cost.
- Procure stored items or replacements where appropriate and install in vehicle, including duplicate keys.
- Apply appropriate stickers/information on vehicle and coordinate transportation for exiting vehicles.
- Removes license plates and places turn-back stickers on vehicles.
- May assist in In-fleet area with basic PDI and Plating responsibilities.
- May assist in other Supply Chain capacities as needed.

Qualifications (may vary by level)

Required Experience

- High School diploma or GED

Required Knowledge, Skills and Abilities

- A good driving record with a valid driver's license required.
- Attention to detail and good oral communications skills required.
- Must be well organized and efficient with Time Management

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