



We are **Hiring**

Role: Corporate Vehicles Program Operations Manager

Company Profile

We are experts at creating exceptional customer experiences for our automotive clients. We guarantee that our programs will create brand awareness and drive increased purchase consideration.

Our portfolio of services includes:

- helping our clients design and develop great product launches
- execution of engaging experiential meetings and vehicle drive events
- taking care of fleet vehicle logistics needs
- conducting product and customer research to inform strategy

We work with an impressive list of the leading automotive brands including: Acura, Audi, BMW, Ford, Honda, Hyundai, Infiniti, Jaguar, Kia, Land Rover, Lexus, Lincoln, Mercedes-Benz, MINI, Mitsubishi, Nissan, Porsche, Subaru, Tesla, Toyota, Volkswagen, Volvo as well as the leading advertising agencies.

While we're located in the Greater Toronto Area, we get out. A lot. We are always on location throughout North America working with the best automotive brands in the world on amazing projects like:

- Elite consumer experiences at world-class racetracks
- Handling one-of-a-kind concept and prototype automobiles
- Launching exclusive new vehicles at cool venues
- Managing multi-million dollar events
- and so much more

Our Values

We embrace the following four core values in our culture and our work. They are part of who we are and what we do.

Demand Excellence
Do the Right Thing

Positive Attitude
Always a Solution



Your Skills

- A minimum of 5 years experience managing, leading and inspiring a team
- Strong Operations experience, with a passion for developing, implementing and upholding policies and procedures that generate measurable results
- Strong organizational and time management skills combined with the drive to ensure projects track to a successful completion
- Proven success in the flawless execution of large scale, cross-departmental projects/programs
- Experience in solving client challenges and managing difficult situations with a positive attitude and a focus on customer service
- Able to negotiate, problem solve and resolve conflict in an effective and diplomatic manner
- Ability to work proactively and independently, managing multiple priorities and deadlines
- Excellent communication & interpersonal skills with the ability to communicate effectively and professionally with all levels of an organization
- Able to prepare and analyze detailed reports, including inventory, budget and profitability reports
- Excellent computer skills including MS Office and web-based products
- Experience working in Mainframe or similar applications is an asset

Your Responsibilities

- Oversee the successful execution of the Company Corporate Vehicles program with an emphasis on developing efficiency-building policies and procedures
- Order and manage Corporate vehicles, coordinating vehicle schedules to meet the needs of several departments
- Manage the profitable sale of Corporate Vehicles to employees or local dealers
- Assist employees and their family members in leveraging the company's Employee Purchase and Lease programs, ensuring a balance between value to the employee and maximum profitability
- Maintain an understanding of the company's business, strategies, operating model and challenges
- Ensure consistent application of and adherence to the Company Vehicle policies and processes, resolving non-compliance issues as necessary
- Order pre-production vehicles, manage the approval process and circulate them through various departments for training purposes, ensuring that they are used appropriately before arranging their disposal
- Manage a small team, defining and driving the attainment of program KPIs
- Allocate tasks to team members while maintaining accountability for program deliverables
- Develop and present weekly and monthly reports with regard to program budgets, profitability, cost avoidance and performance

Your Wiring

- You have a drive for achieving results and winning through a cooperative team approach that focuses on solid solution design, creativity and innovation.
- You are a self-starter who looks for opportunities to improve processes, efficiencies and your work environment.

- You are a confident decision maker, always striving to do the right thing.
- You are energized by providing leadership, direction and coaching to those around you to create an environment that inspires the delivery of peak performance.
- You have a high level of curiosity and are eager to challenge the status quo and explore new avenues for the company's work.

Sound Right For You? Know Someone Great?

We are on a continuing mission to find the Best People for our clients, our team, and our Company. If you are the right candidate for this position or you know the right candidate, we want to hear from you.

Please email us your resume or your reference to careers@integratedauto.com