



OTTOBAUTHENTIC

Let's Talk... we're looking for:

FLEET MANAGER

Kwa-Zulu Natal

Salary: R25 – R30k pm CTC

Job Purpose:

- ⑧ We are looking for a Fleet Manager to join our team in KZN. As a Fleet Manager you will effectively manage and oversee the day-to-day (and nightshift) operations of the depot/plant. This includes the short-term planning and scheduling of daily operations. This extends from the productivity of drivers and their vehicles; along with the overall maintenance of vehicles; solving queries etc. to deliver exceptional service within clients' SLA. This role demands diligence, time management, and a customer-focused approach. Integrity, reliability, and flexibility is essential for this role

Key Performance Areas:

- ⑧ Operations:
 - Oversee and manage a fleet of vehicles, including scheduling maintenance, conducting weekly checks, arranging services, managing diesel consumption, handling breakdowns (where applicable), vehicle cleanliness (wash bay), and ensuring vehicle licensing.
 - Collaborate with a team of drivers to identify and implement operational efficiencies.
 - Manage trips by efficiently loading trips onto in-house applications, schedule drivers' working hours, plan routes, supervise the successful loading of goods at client sites, and manage all associated paperwork.
 - Handle driver performance management, including monitoring of consumption per kilometre, daily debriefs and paperwork, and weekly outlier reports.
 - Manage drivers' professional driving permit (PrDP) and licenses.
 - Monitor daily records of drivers' leave and overtime.
 - People Management: Team motivation to achieve efficiency and competency improvements.
- ⑧ Administration:
 - Handle insurance claims, manage traffic fines, and oversee vehicle maintenance.
 - Efficiently manage and monitor driver working hours to ensure compliance with regulations.
 - Complete daily debrief paperwork associated with ad hoc projects.
- ⑧ Client Service
 - Ensure the delivery of superior-quality customer experiences within SLA's.
 - Foster objective working relationships with various stakeholders, such as the HR team, IT, and clients, to promote collaborative success.
 - Act as a frontline liaison with clients, proactively addressing challenges and queries to minimize complaints.

Education and Experience Requirements:

- ⑧ Matric
- ⑧ Computer Literacy (MS Office, Outlook)
- ⑧ Advanced Studies (Tertiary Diploma/Degree) advantageous
- ⑧ Minimum of 2 years' experience in a transport environment
- ⑧ Proven track record managing portfolio of customers
- ⑧ Specific industry experiences beneficial.