



OTTOBAUTHENTIC

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

FLEET CONTROLLER

Johannesburg

Salary: R15 – R20k pm CTC

Job Purpose:

- ® We are looking for a dynamic professional to join our Johannesburg branch as a Fleet Controller. As a Fleet Controller, 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.

Key Performance Areas:

- ® 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.
 - 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.
 - Collaborate with a team of drivers to identify and implement operational efficiencies.
 - Handle driver performance management, including weekly monitoring of consumption per kilometre, daily debriefs and paperwork, and weekly outlier reports.
 - Manage drivers' PDP (Professional Development Plans) and licenses.
 - Monitor and update daily records of drivers' leave and overtime.
 - People Management: Plan and manage performance, skills development, and team motivation to achieve efficiency and competency improvements.
- ® 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.
- ® Other:
 - Handle insurance claims.
 - Complete daily debrief paperwork associated with ad hoc projects.
 - Manage driver's leave and overtime (must be updated daily).
 - Prepare, analyze, and submit weekly and monthly operational stats

Education and Experience Requirements:

- ® Matric
- ® Computer Literacy (MS Office, Outlook)
- ® Advanced Studies (Tertiary Diploma/Degree) advantageous
- ® Minimum of 3-5 years' experience in a transport environment
- ® Experience in Route Planning & Scheduling
- ® Must have own transport

Kindly note: If you have not heard from us within 7 working days, your application was unsuccessful.

How to Apply: Please submit your resume to: jaques@ottobauthentic.co.za and use the job title as the subject.