



OTTOBAUTHENTIC

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

FLEET MANAGER

Kraaifontein, Cape Town

R 25 000 to R 30 000

ROLE/JOB DESCRIPTION:

- ⑧ We are looking for a dynamic professional to join our Kraaifontein, Cape Town branch as a Fleet Controller, requiring excellent communication, administrative skills, and a solid background in Route Planning and Scheduling. We are looking for individuals who can take ownership of their fleet, drive operational efficiency, and deliver excellent client service.

RESPONSIBILITIES:

- ⑧ 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.
- ⑧ Collaborate with a team of drivers to identify and implement operational efficiencies.
- ⑧ 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.
- ⑧ Handle driver performance management, including monitoring of consumption per kilometre, daily debriefs and paperwork, and weekly outlier reports
- ⑧ Comfortable with client-facing responsibilities and working flexible hours (including weekends if needed)
- ⑧ Strong administrative and reporting skills, including operational and financial reporting
- ⑧ Ability to manage budgets, fuel consumption, maintenance planning, and insurance claims
- ⑧ Proven fleet and driver management capability, including scheduling, vehicle maintenance, and trip oversight

EDUCATION/EXPERIENCE:

- 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
- ⑧ Must be able to communicate effectively in Afrikaans and English

Kindly note: If you have not heard from us within 14 working days, your application was unsuccessful

FULL JOB SPEC AVAILABLE FOR YOUR PERUSAL

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