



WE'RE HIRING

We are looking for a talented individual to join our team as **Fleet Coordinator**.



Duties and responsibilities

- Inspects and evaluates fleet equipment, recommend repair and/or replacement of existing equipment
- Maintain records of fleet inventories, and usage
- Purchasing vehicles to expand and/or enhance the fleet
- Scheduling regular maintenance on all vehicles
- Ordering urgent or emergency repairs as needed
- Establishing efficient routes and transportation schedules
- Managing vehicle licenses and registrations
- Providing reports to management on budgeting, schedules, maintenance and fleet progress
- Developing methods to decrease cost and improve efficiency
- Liaising with suppliers / insurance companies

Vital and essential skills

- Great written and verbal communication skills
- Excellent leadership skills, including goal setting, motivation and training
- Excellent data analysis skills
- Understanding of basic vehicle mechanics, including the ability to identify when major repairs are needed
- Ability to set and monitor a budget
- Good problem-solving, critical thinking and decision-making skills
- Exceptional organisational, time management, and multitasking abilities

Essential prerequisites

- 5+ Years of proven experience in fleet management or logistics operations
- Strong knowledge of transportation regulations and industry best practices
- Excellent communication and interpersonal skills
- Computer literacy with expert knowledge of the complete Microsoft package
- Proficiency in logistics software and GPS tracking systems
- Strong leadership ability
- Willing to work irregular hours
- Must be in good health and physical stature
- Be trustworthy and honest
- Must have the ability to take responsibility
- Good communication skills (written & verbal)
- No criminal record or any pending cases
- PSIRA registered Grade C
- Grade 12
- Valid Driver's License required and own vehicle

HOW TO APPLY FOR THIS POSITION

If you feel you are the right person to fill this position, kindly email a copy of your most recent resumé and the relevant supporting documentation to frikkie.nel@beaglewatch.co.za.



The deadline for submissions is 6 December 2024.