

VACANCY

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| Job title: | Fleet Intern (12 Months) |
| Type: | Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> |
| Main purpose of the job: | To provide operational support to the Fleet Coordinator in developing and enforcing vehicle operating procedures for the Organization's fleet. To assist the Fleet Coordinator with the day-to-day smooth running of the subdivision. |
| Location: | Wits RHI-22 Esselen Street, Hillbrow |
| Closing date: | 01 September 2021 |
| Submit detailed CV to: | vacancy6@wrhi.ac.za |
| Advert reference number: | LM – 010MAF |
| In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. | |

Key performance areas

- Assist in allocating the use of vehicles and Drivers daily
- Assist in the issuing of vehicle keys, Petrol Cards and logbook and ensuring its return at the end of the business day
- Coordinate the scheduling and delivery/collection of vehicles for routine maintenance/services/repairs.
- Update and file all log sheets, petrol receipts and vehicle maintenance check sheets to ensure data integrity at all times
- Ensure that the Drivers keep the vehicles clean and carry out the necessary monthly checks
- Ensure that vehicle branding logos and valid license discs are prominently displayed
- Report any vehicle faults, repairs, or accidents timely
- Monitor the internal vehicle rental system for invoicing/rental charges for external hiring of vehicles to various Syndicates.
- Respond to vehicle emergency situations and provide on call assistance as needed
- Maintain precise documentation and provide monthly reports to the Facilities Officer/Operations Manager
- Act as a senior driver for high delegation visits
- Liaise with management for daily transport schedules
- Ensure that the relevant vehicle usage forms are completed in accordance with policy
- Ensure that drivers collect and deliver documents and/or goods safely
- Ensure that drivers always obey traffic rules
- Provide any other ad hoc duties as assigned by management
- Assist with ad hoc administrative and maintenance duties
- Manage and sustain detail-orientated schedules and tasks – (especially with the vehicle leasing/hiring to other syndicates).
- Assist in completing the MVA claim forms and obtaining quotes and supporting documents and submission to WHC.
- Take ownership and accountability for tasks and demonstrate effective self-management
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.

- Take ownership for driving own career development by participating in ongoing training and development activities.

Required minimum education and training

- Grade 12 With relevant university diploma or degree and a valid driver's license
- A valid unendorsed South African driver's license (Code 10)

Desirable additional education, work experience and personal abilities

- Certification in Advanced Driving with an excellent driving record.
- Able to work independently
- A self-starter
- A professional and positive disposition
- Customer orientated and tactful
- Self-motivated with high regard for work ethic, values and integrity
- Must demonstrate strong interpersonal and communication skills, computer experience for maintaining database of vehicle information familiarity with make and models of current fleet vehicle.

Required minimum work experience

- Minimum of 3-4 years relevant working experience in Fleet Department.

Should you be interested in applying for this vacancy, please send an email to vacancy6@wrhi.ac.za. The subject heading of the email must read **LM – 010MAF** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV