

VACANCY

Job title:	Administrator (Fleet) X 3
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide operational support to management and the entire organization in administration and servicing vehicles according to operating procedures for the effective and efficient management of fleet.
Location:	7 Esselen Street, Hillbrow
Closing date:	23 September 2024
Submit detailed CV to:	Vacancy5@wrhi.ac.za
Advert reference number:	UM 28-2024
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 logbooks and ensuring their 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 the various projects.

Respond to vehicle emergencies and provide on-call assistance as needed.

Maintain precise documentation and submit monthly reports to the Fleet Manager/Operations Manager.

Oversee occupational health and safety for fleet services.

Ensure Driver records are maintained on the fleet management information systems and are accurate and current.

Ensure Driver's licenses and PrDP are valid by managing the scheduling of the renewal of expiring license.

Liaise with management for daily transport schedules.

Ensure that the relevant vehicle usage forms are completed according to the policy.

Conduct bi-annual stock takes of all assets

Verify asset locations.

Verify asset status and /or life cycle.

Provide any other ad hoc duties as assigned by management.

Manage all fleet administrative / fleet maintenance duties / legislative compliance / financial compliance.

Manage and sustain detail-oriented schedules and tasks – (especially with the vehicle leasing/hiring to other Syndicates).

Assist in completing the MVA claim forms obtaining quotes and supporting documents and submission to WHC.

Assessing new drivers according to the Policy and filing all the assessment documents.

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 of driving own career development by participating in ongoing training and development activities.

Required minimum education and training

Three-year post-matric relevant qualification with a valid unendorsed South African driver's license (Code 10). Qualification in fleet management, Operations, and logistics.

Required minimum work experience

2 Years of relevant experience in fleet management.

Desirable additional education, work experience and personal abilities

Able to work independently.

A self-starter.

A professional and positive disposition.

Customer orientated and tactful.

Self-motivated with a high regard for work ethic, values and integrity.

Must demonstrate strong interpersonal and communication skills.

Experience in a fleet management setup with fleet management systems will be an advantage.

Strategic inclination to improve processes and be cost-effective.

Should you be interested in applying for this vacancy, please send an email to vacancy5@wrhi.ac.za. The subject heading of the email must read **UM 28-2024** 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