

Job Description

Position: Fleet & Workshop Manager

Purpose

The main role of the Fleet & Workshop Manager is to ensure the company's vehicles and workshop and warehouse are well maintained and are always in good operational order. The also includes the effective management of the workshop activities with time, cost and quality production of products at the workshop.

Qualifications

Diploma in Auto-mechanics or related field with minimum of 5-year experience, with driving license.

Key responsibilities

- Manage vehicle records, servicing and repairs
- Follow up and ensure each vehicles movement and ensure all safety measures are in place
- Follow up and ensure vehicles fuel consumptions and prepare reports
- Follow up and ensure each vehicles' license and registration is up-to-date
- Manage workshop operations
- Ensure the workshop is always in good working condition
- Ensure the workshop machines and tools are well maintained
- Provide support for field level fabrication of products
- Provide all the necessary support for the smooth operation of the company vehicles, rented vehicles, equipment, tools, machinery etc
- Providing services as requesting by management.

Reporting

Directly reporting to the HR/Exec Sec/Admin Manager and functionally to Projects Manager.