

Fleet Manager at Reputable Company

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Company: Reputable Company

Location: Ghana

Category: other-general

A company based in Takoradi that offers its employees the enabling environment for leadership, skills and career development. Our operational activities make us interface with mainly mainly the Mairtime, Oil and Gas, Mining as well as Manufacturing industries: Fleet Manager

We are looking for highly organised candidates with good quantitative ability for the position of a Fleet Manager. You will be responsible for the development performance and maintenance of all the organisation's vehicle to produce an efficient running fleet, minimizing service, value and profitability against pre-agreed targets

Responsibilities

- Maintain department compliance with company policies and procedures
- Provide management with monthly reports on vehicle status & usage, fuel issued, servicing etc
- Find ways to reduce downtime due to repairs or lack of routine maintenance
- Develop and implement operational standards to maintain vehicles by advocating best practices
- Schedule route, maintain and track transport vehicles
- Ensure preventive maintenance programs are carried out as per schedule and monitor post repair performance
- Ensure fleet availability to meet all requests by scheduling, forecasting and surveying current user trends
- Tracking driver attendance health and other statuses

- Facilitate and implement corrective actions and capacity building to manage entire fleet to achieve company's objectives
- Conduct analysis of vehicle status and make recommendations for timely replacement, including type of vehicles, spares etc, in order to improve cost efficiency
- Keep legs on work and issues
- Ensure all department workers adhere to the safety policies and procedures
- Any other duties as assigned

Qualification Required & Experience

- Degree in Mechanical Engineer / Logistics & Fleet field required
- Minimum of 5 years of working experience as a fleet supervisor, manager or related experience
- Mechanically inclined (Auto Mechanical)
- Basic computer skills required

LocationTakoradi

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