

Fleet Manager Job Description

Duties and Responsibilities:

- Decide the vehicles to be bought and how they are to be equipped
- Oversee the sale and/or auction of used vehicles as at when due
- Regularly report expenses and performances of the fleet to the management of the company
- Draw up a budget for the company's fleet management department and present it to management for further analysis and approval
- Ensure compliance of the company with government regulations that have to do with the transportation industry
- Take preventive measure to ensure safety of vehicles and drivers too
- Make sure vehicles are always ready and available to meet orders by scheduling and monitoring current trends in the industry, so as to enable forecasts
- Make sure that all vehicles are properly registered; carry out inspection on regular basis
- Take part in different workshops and/or programs to keep up with new trend in the industry
- Monitor fuel purchases by administering fuel cards for all vehicles to their respective drivers. This is done in order to regulate costs/expenses.

Fleet Manager Requirements – Skills, Knowledge, and Abilities

- Excellent and effective communication and interpersonal skills
- Good analytical and coordinating abilities
- Must possess good leadership qualities
- Must be proactive and be able to pay keen attention to the smallest of details
- Ability to work as part of a team
- Must be able to motivate the drivers to ensure their full co-operation at all times
- Must be able to manage time effectively and also meet/beat deadlines

- A minimum of 5 years working experience in a similar role (in a fleet management company)
- At least 2 years of driving experience in a delivery role
- A level 3 fleet management certification
- Basic knowledge of computer applications
- Any other relevant certification will be a plus.