



JOB DESCRIPTION

Core Job Information

Job Title	Assistant Manager Fleet
Department	Fleet
Reports to (job title)	Deputy Manager Fleet
Grade	M-9
Job Type	Contractual, Full-Time Employment

Job purpose

Assists Manager Fleet in purchasing and maintaining vehicles for waste management and disposal, registering and licensing vehicles and finding ways to cut costs and maximize profits. Assisting in the recruitment of quality drivers into the fleet, maintaining detailed records of vehicle servicing and inspection and scheduling regular vehicle maintenance to ensure operational efficiency, among other duties.

Main Duties and Responsibilities of the Role

- Ensure timely departure of vehicles for necessary field operations
- Assisting Deputy Manager Fleet for implementing operational activities of fleet in the assigned areas as per prepared plan
- Work closely with the maintenance teams for timely repair & maintenance of vehicles ensuring reduction in down time
- Assist Deputy Manager Fleet for recruitment of quality drivers for the operational fleet
- Assist Deputy Manager Fleet for managing all the matters related to drivers & to train them by conducting training workshops
- Ensuring the vehicle washing schedule for improvement in the vehicle life
- Fuel issuance on daily basis in accordance with reports from Disposal Site or tracker system
- To assist Deputy Manager Fleet in order to maintain official record including log books, trip reports, tracker/ mileage reports & other relevant records
- Any other task assigned by management from time to time

Job Requirements (Knowledge, Skills & Experience)

Qualifications	Minimum 16 years of education in the field of Management or Engineering from HEC recognized university
Experience	3 years post-qualification relevant experience of fleet or operations management in solid waste management
Age Limit	Maximum 35 years
Knowledge, skills & abilities	<ul style="list-style-type: none">• Supervisory and Management Skills.• Experience in Transportation Industry.• Compliance Skills.• Leadership Skills to lead and direct the work of others.• Communication and Interpersonal Skills.• Organizational Skills. Analytical mind-set and good problem solving Skills.• Analytical mind-set and good problem solving Skills.