



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Fleet Analyst	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Logistics & Operations
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Logistics & Operations: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Our client is looking for a Fleet Analyst who will be responsible for ensuring the efficient and compliant management of a company's fleet, including drivers, vehicles, and equipment. The Fleet Analyst will also support the workshop operations, maintaining relationships with customers and transport providers, and ensuring the proper maintenance of the company's assets.

Responsibilities

- Oversee the compliance and management of operational fleet resources, including drivers, vehicles, and equipment.
- Monitor and manage routine fleet maintenance (preventive and corrective), including fuel consumption, cost management, parts inventory, tire management, and documentation.
- Support operational activities within the workshop, including mechanical, electrical, and tire repair services.
- Ensure achievement of operational performance indicators and address any issues related to fleet performance.
- Ensure compliance with relevant legislation, and promote safe working conditions for drivers, freight forwarders, and equipment operators.
- Manage relationships with clients, ensuring smooth communication and delivery of services.
- Collaborate with transport providers to ensure service levels meet the needs of the company and its clients.
- Respond to tasks assigned by superiors, aligning fleet activities with company objectives.
- Adhere strictly to company and client policies, procedures, and safety standards.
- Properly use company-issued uniforms and protective equipment as required.
- Commit to meeting operational goals in collaboration with the client, DPO/VPO, and the Excellence Program.
- Ensure proper conservation and management of company assets such as vehicles, equipment, and facilities.

Education & Qualifications

Bachelor's Degree in Logistics, Business Administration, or any related field

Requirements

A minimum of 5 years of experience in fleet management, logistics, or a similar role.

Characteristics

- Strong organizational skills with the ability to manage multiple fleet-related tasks.
- Attention to detail, especially in fleet documentation and compliance matters.
- Excellent communication skills, with the ability to liaise with customers, drivers, and transport providers.
- Leadership and problem-solving abilities to manage day-to-day fleet issues.

- Knowledge of relevant legislation, safety standards, and compliance requirements.
- Ability to adapt to changing operational needs while maintaining high performance.
- Strong analytical skills for tracking and improving fleet performance indicators.

Driving Licence

Not Required

To Apply for This Job [Click Here](#)