Job Description

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Job Title
Fleet Officer

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: 3 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

Our client is seeking a Fleet Officer who will be responsible for coordinating and overseeing the company's fleet operations, including vehicles, drivers and equipment. The Fleet Officer will ensure proper vehicle maintenance, efficient fleet utilization, driver compliance and effective workshop coordination while maintaining relationships with clients and transport service providers.

Responsibilities

- Coordinate daily fleet operations, including vehicle allocation, driver assignments and monitoring of fleet activities.
- Monitor and coordinate routine vehicle maintenance, including preventive and corrective servicing, fuel consumption, tyre management and spare parts.
- Coordinate workshop operations and follow up on mechanical, electrical and tyre repair services to minimize vehicle downtime.
- Ensure vehicles are properly maintained, roadworthy and compliant with statutory and company requirements.
- Monitor fleet performance, vehicle utilization and operational efficiency, addressing any identified challenges.
- Maintain accurate fleet records, including vehicle documentation, maintenance schedules, fuel records, insurance and inspection certificates.
- Coordinate and monitor driver activities to ensure adherence to operational schedules, safety procedures and company policies.
- Ensure compliance with relevant legislation and promote safe working conditions for drivers and equipment operators.
- Maintain effective relationships with clients, transport providers, workshop personnel and other relevant stakeholders.
- Coordinate with external service providers to ensure timely delivery of vehicle maintenance and repair services.
- Ensure proper management and conservation of company assets, including vehicles, equipment and facilities.
- Adhere strictly to company and client policies, procedures, safety standards and operational requirements.
- Perform other fleet-related duties as assigned by management.

Education & Qualifications

- Bachelor's Degree in Logistics, Transport Management, Business Administration, Mechanical Engineering or a related field.

Requirements

- Minimum of five (3+) years of experience in fleet management, logistics, transport operations or a similar role.

Characteristics

- Good knowledge of fleet management, vehicle maintenance and transport operations.
- Strong organizational and coordination skills.
- Knowledge of vehicle compliance, safety standards and regulatory requirements.
- Excellent communication and interpersonal skills.
- Ability to coordinate drivers, workshop personnel and external service providers.
- Good problem-solving and decision-making abilities.
- Proficiency in Microsoft Office and fleet management systems.
- Strong attention to detail, accountability and record-keeping skills.

Driving Licence

Not Required

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