



Job Description – Fleet Manager

Job title: Fleet Manager

Work Location: Bmobile SI HQ – Honiara

Division/Department: Facilities and Fleet

Reports to: Country Manager (SI)

- Full-time
 Part-time

Essential Duties and Responsibilities:

Reporting to the Country Manager (SI), the role of the Fleet Manager is to manage and coordinate all Bmobile fleet and to ensure all vehicles are operational.

Duties and Responsibilities includes:

- Manage the Fleet section within the region
- Conduct fleet inspection to ensure that all fleet meet Bmobile standards
- Conduct random inspections of vehicles within the fleet
- Provide monthly Vehicle Maintenance cost report to the Country Manager and the Senior Management Team;
- Maintain electronic databases of registration, inspections and maintenance of fleet management
- Perform vehicle registration, insurance formalities and documentation regarding induction of new vehicles in existing fleet
- Facilitate and implement corrective actions and capacity building to manage entire fleet to achieve company objectives
- Documentation and reporting of all fuel used by vehicles;
- Procurement of spares;
- Implement, maintain and develop policies and processes to ensure fleet operates effectively and efficiently, educating staff with the company's concepts, practices and procedures.

Education and/or Work Experience Requirements:

- Certificate or Diploma in a related field.
- Mechanical Training and Experience.
- Minimum of 3 – 5 years supervisory experience in Transport Operations/Workshop

Required Outputs, Personal Attribute and/or Physical Requirements:

- Proven track record with demonstrable skill set.
- Ability to mentor, motivate, mitigate and foster team goals
- Excellent analytical, strong communication skills, problem solving and negotiation skills
- Strong leadership talent, interpersonal and organizational skills
- Good personal presentation.
- Computer Literate.
- Having high degree of self – motivation and ambition
- Capability to grow in a competitive environments.
- Valid Driver's License.

BENEFITS

Competitive remuneration in line with experience and qualifications. All applications will be treated with the strictest confidence.

Bmobile is an Equal Opportunity Employer. Please direct all applications to;
Email address: jobs@bmobile.com.sb

Or

Drop off your application at our Head Office, located Grand Plaza (Top floor)
Addressed to:

Human Resources Manager
Bmobile Solomon Islands Limited
PO Box 2134
Honiara Solomon Islands

Label: Position Name

Closing date for applications will be on **15th July 2019**

Applications will be assessed as they are received. Only shortlisted applications will be contacted.