



Job Profile

Fleet Administrator

Job Details

Job Title	Fleet Administrator
Historic Job Title	n/a
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Fleet Administrator
Direct Line Manager	Fleet Controller
2nd Line Manager	Supply Chain Executive
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To provide administrative support to the Fleet Controller for the effective running of the fleet operations function.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4) or equivalent

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- Driver's License – Code B

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Administrative experience	2 - 3 years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Fleet Administration	- Review <i>Vehicle Service Schedules</i> for all Company vehicles and coordinate <i>Services</i> accordingly - Create <i>Purchase Request (PRs)</i> for all fleet-related <i>Expenses</i> - Ensure that the Accounts Payable Department have all documents required to accurately pay Creditors on time - Review <i>Vehicle Health Report</i> daily and inform the Fleet Controller of any discrepancies identified - Capture <i>Forklift Hours</i> for all Forklifts on the Graaff-Reinet site. Ensure all <i>Forklift Hours</i> are captured for external locations and submit relevant hours to the Forklift Supplier - Reconcile Graaff-Reinet <i>Diesel Bowser Transactions</i> daily and monthly - Update <i>Long Haul Vehicles Sheets</i> on a daily basis and balance <i>Long Haul Drivers' Sundry and Travel Expenses</i> - Monitor that all <i>Vehicle Licenses</i> are up to date for both Montego and other entities, prepare all relevant documentation, arrange for the <i>Renewal</i> of licenses and distribute licenses to the relevant person/s, e.g. Warehouse & Logistics Managers - Analyse the <i>Vehicle Kilometer Reading</i> for own and full <i>Maintenance Lease Vehicles</i> to ensure that contractual kilometers are not exceeded - Arrange and distribute <i>Diesel Cards</i> - Reconcile monthly <i>Fleet Credit Card Expenses</i> - Coordinate relevant administration for new <i>Vehicle Leases</i>, e.g. branding and installation of tracking devices - Coordinate relevant <i>Administration</i> related to end-of-term vehicles, e.g. cancellation of contracts, collection of vehicles and removal of branding - Assist with the completion of all relevant documentation, e.g. Vehicle Insurance Claims, etc. - Assist the Fleet Controller with <i>Vehicle Tracking</i> on the <i>Cartrack system</i>, identify any deviations from route and/or schedule and notify the Warehouse & Logistics Managers and Fleet Controller accordingly - Assist the Fleet Controller with arranging <i>ad hoc</i> vehicles and drivers for <i>Local Logistics Requirements</i>	95%
Hygiene, Housekeeping and Occupational Health and Safety	- Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times.	5%



Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Proficient in *MS Office*
- Communication
- Problem solving
- Interpersonal
- Numerical reasoning

Behavioural Attributes

- Attention to detail
- Thorough
- Reliable
- Sense of urgency
- Ability to work under pressure

Knowledge

- Knowledge of *Repairs and Maintenance Suppliers*
- Knowledge of *Diesel Prices and Suppliers*
- Basic *Accounting* knowledge
- Knowledge of different *Vehicle Fleet Suppliers*
- Knowledge of different systems, e.g. *ERP* and *Cartrack*

Special Requirements

- The employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.



Participants

Input Participants	
Participant Name	Participant Designation
Eldré Davids	Fleet Administrator
Gilbert Loots	Fleet Controller
Karen Smith	Distribution Manager

Completed By	
Name	Title
Christine van Rensburg	21 st Century Executive Consultant