

SEPHAKU CEMENT VACANCY

Fleet Controller X2 – Delmas

Sephaku Cement, a powerful entrant to the Cement Industry, is committed to creating an inspiring environment that offers opportunities of growth to all employees. We are searching for talented individuals who have the drive and passion to deliver desired results to join our team at Delmas operations.

Purpose:

To optimally coordinate and supervise the transport function and drivers and ensure that there is control of vehicles, equipment and liaise with drivers to ensure that deliveries are executed cost efficiently and in accordance with Service Level Agreements conditions and that all administration is completed timeously and accurately.

Responsibilities/Outputs:

Vehicle utilization, maintenance and tracking:

- Ensure efficient vehicle utilization, maintenance and tracking
- Coordinate maintenance schedules to ensure that trucks are maintained in a safe and roadworthy condition
- Ensure that vehicles are planned for workshop in accordance with service dates as per schedule and maintained accordingly
- Monthly inspections are done and arrange for service and repairs
- Keep safety records of drivers
- Ensure that a daily record of defects is reported and sent to the responsible manager

Liaison and on time delivery:

- Ensure that subcontractors are briefed and debriefed and all relevant documents are handed over
- Maintain contact with subcontractors whilst on route to ensure on time deliveries
- Maintain contact with relevant stakeholders and ensure that problems with deliveries are identified and resolved and or reported timeously
- Maintain contact with relevant licensing authorities and insurance on a range of issues relating to company fleet.
- Take relevant action in events of incidents such as accidents or hijackings; Take statements in conjunction with management

Record keeping:

- Maintain all records of the vehicle to ensure that vehicle provided by the company comply with legal and business requirements
- Ensure that a detailed load information is captured on excel or any system on a daily basis including the following information;
 - Start and end km per truck
 - Driver hours worked per hour
 - Driver name
 - Load order number
 - Tonnage
 - Product
 - Daily income per product transported



- Submit load information to administration department for capturing and of load confirmations
 - Monthly visits to the traffic department to ensure all speeding fines are paid
 - Submit fines to drivers. Arrange payments and follow-up on outstanding items
 - Control the quality of and the accuracy of documents
 - Compile and submit reports relating to vehicle utilization maintenance and tracking

Compliance:

- Ensure compliance to company policy and procedures
- Identify trends, poor driving behavior and communicate to respective management on time
- Ensure pre and post vehicle delivery inspections
- Fuel card control – administer fuel cards

Cost effectiveness:

- Ensure operating costs are in balance with expected outcome thereof

Learning & Growth: Individual:

- Create own personal growth in the team context
- Display knowledge, growth and wisdom through interaction with team members and colleagues
- Live the Company values

Qualifications:

- National Senior certificate is recommended
- NQF Level 4-5, Grade 12+/Higher certificate is essential

Experience:

- 5 years' experience in Logistics
- Understanding of government regulations in the transport industry

Competencies:

- Professional driving permit (PrDP); Goods
- Ms Excel
- Ms PowerPoint
- Ms Word
- Planning and organizing skills
- Excellent communication skills (written and verbal)
- Excellent interpersonal skills

Function/Technical competencies:

- Adaptability
- Able to take initiative and use own judgement
- Teamwork and support
- Planning skills
- Organising skills
- Professional and a positive attitude



Applicants should submit their detailed CV's by means of one of the following methods:

- ✦ **Postal Address:**
P O Box 68149
Highveld
0169
- ✦ **Fax :**
012 684 6301
- ✦ **Email:**
recruitment@sepцем.co.za

All applications must reach our OP Department by no later than **7 September 2018**.

Correspondence will be conducted with shortlisted candidates only.

Sephaku Cement is an employer of equal opportunity and supports the philosophy of regional demographic representivity.

