

Fleet Admin			
Job Title	Fleet Admin		
Division	Operations		
Department	Operations		
Section	Operations		
Location	IBU-Egypt	Direct Reports	STN / HUB
Reports To	Manager Operation	Version Number	1
External Relations	Vendor / Supplier / Governmental	Guide Number	
Internal Relations	Operations	Job Code	

### Basic Function

Supervises and performs vehicle and equipment acquisition, maintenance and repair; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### KEY Responsibilities

#### Core

- Ensuring that company policies are followed regarding vehicle maintenance, accident prevention, fuel efficiency, and other driving practices
- Maintaining safety standards for drivers, passengers, and pedestrians
- Communicating with Ops to ensure that all required vehicle's available on time.
- Conducting regular safety inspections of vehicles to ensure that they are in good working order
- Establishing procedures for employee performance evaluations
- Ensure applying the driving test for all the new hire (Courier / Driver).
- Reviewing safety reports to identify opportunities for improvement
- Training new employees on safety procedures and company policies

#### EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical	
Behavioral Competencie	
Conflict Management	Level 3
Influence	Level 3
Stress Management	Level 2
Team Leadership	Level 3
Technical Competencie	
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Beginner
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Beginner

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
<p>Beginner</p> <p><i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i></p>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<p>Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.</p> <p style="text-align: center;">or</p> <p>Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position</p> <p style="text-align: center;">or</p> <p>Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position</p> <p>*Note: Industry Experience wherever its applicable</p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:
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<b>Employee Name:</b>

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.  
Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>