

## Administrator - Fleet Management

Job Title	Administrator		
Division	Transportation Operations Division		
Department	Fleet Department		
Section	Fleet Management		
Location	Riyadh Hub	Direct Reports	None
Reports To	Fleet Manager	Version Number	1
External Relations	Car Rental Supplier	Guide Number	7294
Internal Relations	All	Job Code	

### Basic Function

Responsible to maintain accurate and updated fleet information, records and reports submitted in either system or documents files by coordinating them from fleet internal and external customers. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Responsible of maintaining accurate and updated fleet records through constant follow up with regional fleet supervisors to update the new vehicles received and archived the vehicles finally returned due to contract expiry.
- Checking the rental company invoices received on monthly basis and update the fleet manager/ finance department of any discrepancies found before advising finance department to issue either debit or credit notes.
- Checking the traffic violations registered under Company computer number or through the rental company invoices in direct coordination with regional fleet supervisors and finance department.
- Execution of Monthly vehicles reconciliation with Budget Controller or as per the time framed set up from time to time by finance department.
- Maintaining monthly accident report and forward it to the fleet Manager and QRM department.
- Assist the fleet manager in resolving the rental company claims related to unreported damages or misuse.
- Ensure new received vehicles are entered in VMS and the expired contract vehicles final returned date are recorded.
- Proper filing of all correspondences related to fleet department.
- Maintain and follow up purchasing items requested by fleet department and ensure its delivery to the requester.
- Follow up with the rental companies the renewals of vehicle's expired istimara, authorization and insurance documents needed in the car.
- Maintain Employee retention rate
- Maintain Efficiency & cost control targets
- Reduction of vehicular accidents

- Vehicle inspection as per plan
- Vehicle replacement
- Updating Tamm in the system
- Staff survey

## EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

## Confidentiality

- Ensure access to confidential information is always maintained.

## Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

## Competencies - Professional and Technical

### Behavioral Competencie

Conflict Management	Level 4
Decision Making	Level 2
Influence	Level 3
Initiative	Level 3
Planning & Organizing	Level 2
Resource Management	Level 2
Team Leadership	Level 4
Teamwork	Level 3

### Technical Competencie

Language Proficiency knowledge (English)	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Beginner
Vehicle technical knowledge	Beginner

### Competencies – EHS

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

### Organizational Competencies

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

### Decision Making

None
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### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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### Qualification : Education and Experience

●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. or ●Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position or ●Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position
<i>*Note: Industry Experience wherever its applicable</i>

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>

<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<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>