



In cooperation with
Liberia College of Physicians and Surgeons



JOB VACANCY ANNOUNCEMENT

Position:	Fleet Operations Officer (Internal/External)
Location:	Monrovia with rotational travel in the field
Term of Employment:	Full Time(5 months)
Report to:	Fleet Manager
Salary:	Varies with experience and education level.
Deadline for Application:	March 22, 2017 @ 4:00 p.m.
All applications including a cover letter, CV (with at least three references) and copies of academic qualifications/certificates should be addressed to the HR Manager, ACCEL-Old Road, VP Road-Monrovia, or email to accelhumanresourcemanager@gmail.com. Only shortlisted applicants will be contacted by ACCEL.	

Position description:

The Fleet Operations Officer will oversee assigned fleet operations responsibilities, ensuring efficient fleet performance (including routine evaluation and reporting) and adherence to organization policies and government regulations.

Position responsibilities:

Specific Accountabilities

- Oversee assigned fleet operations responsibilities, including fleet data capture and analysis, record keeping and scheduling
- Deliver weekly and monthly reports to the Head of Operations on fleet performance and other operational requirements.
- Maintain complete and accurate records related to fleet licensing, registrations and permits and driver licensing and performance records.
- Obtain and maintain annual vehicle inspections by regulatory authorities or in line with contractual obligation.
- Direct activities related to dispatching, routing, and tracking vehicles
- Oversee proper use of fuel rations; maintain log and account for fuel and oil storage tanks.
- Maintain records of daily vehicle inspections
- Maintain and disseminate drivers' schedule.
- Work closely with the Fleet Manager to oversee and schedule fleet maintenance and repairs.
- Research parts availability and costing and, Oversee proper maintenance of parts and other consumables' inventory.
- With the Fleet Manager's guidance, approve the issuance of purchase orders.
- Work with Human Resources team to maintain accurate records on driver training, annual leave or off-days, scheduling, reprimanding, hiring, and terminations.
- Develop, maintain and ensure adherence to Fleet Manual procedures, including drivers orientation and training program.
- Provide support to broader Operations team as needed

QUALIFICATIONS:

- Bachelor Degree in Management/Administration or certificate in other related field.

EXPERIENCE:

- At least 3 years' professional experience supporting Fleet Management, Operations and/or Logistics and 2 years' working with INGO or private employer in similar field.

SKILLS:

- Complete and up-to-date knowledge of national transportation regulations.
- Must have a working knowledge of computers and intermediate to advanced level Microsoft Excel with a manifest readiness to learn organization specific fleet management tools quickly.
- Ability to develop and maintain an accurate record-keeping systems
- Demonstrated ability to multi-task and recognize the single most important task at any given moment.
- Excellent interpersonal, teambuilding and oral/written communication skills.