

EXCITING INTERNSHIP OPPORTUNITY

FLEET ADMINISTRATORS AND CONTROLLERS

LOCATIONS:

FLEET ADMINISTRATOR: Johannesburg, Cape Town, PE, Bloemfontein, and Durban

FLEET CONTROLLER: Johannesburg, Upington, Nelspruit, and Empangeni

ENTRY REQUIREMENTS:

FLEET ADMINISTRATOR

Diploma or Degree in Office Administration or Transport Management.
3 years' administration experience preferably in a Fleet leasing environment.
Knowledge of Road Traffic Act and Legislation.

FLEET CONTROLLER

Diploma in Fleet Management / Diploma in Road Transport Management.
1 – 3 years' experience within the Fleet industry, preferably within Leasing Environment.
Previous client relationship management experience.

*When sending your CV, use **FLEET ADMIN 2022** or
FLEET CONTROL 2022 as the Subject Line*

APPLY NOW

SEND YOUR CV TO:
projects@growright.co.za

APPLICATIONS CLOSE
16 FEBRUARY 2022



Fleet Administrator: JHB, CT, PE, Bloem and Durban

To provide office and administrative support to branch managers and fleet controllers, utilising knowledge of Fleet and Asset Division service offering. To ensure operational requirements of client base is satisfied accurately and timeously as laid out by the policies and procedures linked to the contracts under management.

- Matric with relevant administrative experience
- Diploma or Degree in Office Administration or Transport Management
- 3 years’ administration experience preferably in a fleet leasing environment
- Knowledge of Road Traffic Act and Legislation
- Microsoft Office
- Advanced Excel skills
- Control and manage flow of work
- Energetic – get involved in the job and meet objectives
- Analytical – pay meticulous attention to detail
- Discipline – meet deadlines
- Resilient – manage pressure, adaptive to a changing environment
- Optimistic and cheerful – working with a team one needs to remain bright and cheery and encourage innovation and forward thinking
- Great interpersonal skills
- Computer literacy skills
- Good knowledge of FML service, legislation, policies and procedures
- Ability to manage pressure on a day-to-day basis
- Excellent communication skills (both verbal and written)

Fleet Controller: JHB, Upington, Nelspruit and Empangeni

To provide a front-line service to our customers, utilising knowledge of the Fleet and Asset Division’s service offering. To ensure operational requirements of client base is satisfied accurately and timeously as laid out by the policies and procedures.

- Matric with Fleet Administrative experience
- Diploma in Fleet Management
- Diploma in Road Transport Management
- Previous client relationship management
- 1 – 3 years’ experience within the Fleet industry, preferably within Leasing Environment
- Microsoft Office
- System Proficient
- Reasonable knowledge of vehicles
- Control and manage flow of work
- Energetic – get involved in the job and meet objectives
- Analytical – pay meticulous attention to detail
- Discipline – meet deadlines and punctual
- Resilient – manage pressure, adaptive to a changing environment
- Optimistic and cheerful – working with a team one needs to remain bright and cheery and encourage innovation and forward thinking
- Incumbent to exercise judgement within defined parameters
- Great interpersonal skills
- Computer literacy skills
- Good knowledge of FML service, legislation, policies and procedures
- Ability to manage pressure on a day-to-day basis
- Excellent communication skills (both verbal and written)

