
Position Description

Vacancy Title: **Fleet Officer v (3.00) [Wailekutu, Suva]**

Location: **Wailekutu, Suva**

Reports To: **Fleet Manager (v 1.00)**

Objective

The Fleet Officer is responsible for reliable and timely service for fleet related matters including overall planning, coordination and management of Company fleet and related assets. This position reports to the Fleet Manager, CJ Patel & Company Pte Ltd.

Outcomes

Organisational Stakeholders

1. Fleet Management Ensured

- All fleet related services, maintenance and repair issues coordinated with each business units and the service provider
- Fleet operation tracking and reporting ensured, including the creation of performance, efficiency, vehicle/equipment maintenance and reports.
 - Preventive maintenance programs are carried out as per schedule across entities
 - routine and need-based maintenance of the vehicles in conjunction with the head driver monitored and ensured
- Analysis of vehicle status conducted and recommendations made for timely replacement, including type of vehicles, spares etc. in order to improve cost-efficiency
 - Track and analyze the vehicles-wise cost of fueling, maintenance, and other recurring expenses pertaining to running of the fleet.
- Plan, process and execute vehicle purchase and vehicle replacement through efficient settlement.
 - Proper procedures are strictly followed in relation to new vehicle purchases ensured
 - Required Quotations and financial analysis
 - Board papers
 - CAPEX approvals.
 - Vehicle documentation and particulars maintained (e.g. registration, insurance) and completed
 - Fuel cards arranged as per provisions of Company policy and approvals
- Electronic databases of sales, registration, inspections, and maintenance of fleet management maintained
 - Files for all vehicles owned by CJ Patel & subsidiary companies maintained and updated at head office in a timely manner.
- Transfer and movement of vehicles controlled in liaison with Fleet Manager as required by operations and management
- Vehicle handover process managed
 - All drivers understand and procure the licenses and permits they need to legally carry drive Company fleet
 - Updated licenses and authority to drive records maintained
- Ensure pool fleet availability to meet all requests by scheduling, forecasting and surveying current user trends.
 - mileage, fuel usage and upkeep monitored

2. Regulatory and Department Operational Compliance Ensured

- LTA requirements met for Company maintained fleet
 - registrations, insurance, permits, licenses updated and renewed in a timely manner
 - Online TIN database accessed and monitored for notices
 - Drivers notified on fines and cleared in a timely manner
 - frequent traffic infringements investigated and respective managed informed
- Services, repair and maintenance requests attended to in a timely manner.
 - Repair and service requested for Company Fleet by drivers and Entities reviewed in liaison with Fleet Manager
 - Quotes obtained and costs reviewed prior to processing PO requests
 - At least 3 quotations obtained for maintenance carried out by the outside garage/part suppliers apart from the allocated service provider.
 - Invoices received and checked accuracy, and is in line with job order and within budget
 - timely submissions of invoices and documents to finance ensured
 - Timely follow up with suppliers and service providers for invoices.
 - Payment memos raised for services provided by external contractors
- Regular review and update of vehicle fleet related policies ensured
 - Procedures and processes reviewed regularly in line with regulatory requirements ensured
- Maintenance of all risk and compliance documents ensured
 - Vehicle Insurance updated with Insurance Manager
 - Vehicle accidents and incidents investigated and reported in a timely manner
 - liaison with insurance and respective managers for claims etc.

3. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals
- Prepare work plans (annual, monthly and weekly basis)
 - Delegate work and train and supervise junior staff
 - Provide guidance
- Fleet Manager and Finance supported with facilitation of information for fleet department budget preparation, monitoring and management

4. Well Informed Management.

- Monthly management reports on vehicle status provided in a accurate and timely manners
 - Vehicle usage, fuel issued, servicing, etc.
 - fleet operations reporting
 - performance, efficiency, vehicle/equipment maintenance reports.
- Analysis conducted of vehicle status and recommendations made to Management for timely replacement in order to improve cost-efficiency

5. Safe work environment promoted and ensured at all times.

- Work place safety is ensured
 - Compliance to all Safety, Health and Environment regulations and policies ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Workplace incidents, accidents and injuries reported in a timely manner to reporting head
- Workplace hazards identification and elimination initiatives supported on an on-going basis

6. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Automotive engineering and management, Finance or Business Administration	
Desirable		
Degree	Accounting and Finance, Automotive	

Work Knowledge and Experience

- At least 3 -5 years experience in fleet management or a similar role
- Must have excellent customer service skills & negation skills
- Proficient in Microsoft office applications (Word, Excel & PowerPoint)
- Must have Full Driver's License - Group 2
- Analytical mindset and strong problem-solving skills
- Exceptional interpersonal skills to work with various departments

Requirements

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

Position Key Result Areas

1. Fleets effectively and efficiently utilized, maintained and tracked.
2. Timely renewals of the Vehicle
3. Timely Reports and Reviews
4. Customer Service - Schedule vehicles and R & M request as per department/entity needs
5. Cost savings - Fuel & R & M

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	All employees	
	Management Team	
External		
	Statutory Authorities	
	Regulators	
	Suppliers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

Online

Contact for Enquiries

Contact Name: Miliame Daunivesi

Contact Email: miliame.daunivesi@cjpatel.com.fj

Further Contact Information: --

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