



MARITZBURG COLLEGE

We Are

HIRING



#joinourteam

Maritzburg College, one of the leading boys' schools in South Africa, has an excellent reputation for its academic, sporting, cultural and leadership programmes.

The Governing Body invites applications from suitably qualified and experienced persons for the following post:

Fleet Manager
To assume duty asap

The incumbent will oversee the school's transportation needs, ensuring the safe and efficient operation of the fleet. This position will suit a self-driven individual who is diligent and highly organized, with excellent communications skills both verbal and written.

- Key Tasks:**
- Managing vehicle maintenance and repairs.
 - Ensuring compliance with regulations and safety standards.
 - Coordination of transport with drivers and keeping track of all bus bookings for boys traveling to and from school daily, weekly, etc.
 - Optimizing costings on the buses, to ensure profitability, and keeping the maintenance records, licence records, etc, for each vehicle to ensure road-worthiness,
 - Planning and scheduling of routes.
 - Communicate effectively with drivers, staff and parents to relay information and updates
 - Address any issues or changes promptly to ensure smooth operations
 - Day to day administrative and operational related tasks

- Required Skills:**
- Strong organizational and communication skills.
 - Knowledge and experience of fleet management
 - Ability to manage fuel budget and track expenses.
 - Ability to work after hours and weekends
 - Proactive and detail-oriented

Minimum requirements: Relevant Bachelor's Degree, Driver's Licence, PDP and at least 5 years fleet management experience

If you are suitably qualified, please click on the following link to apply: <https://www.surveymonkey.com/r/KW99Y3C>

Closing date for all applications: 25 April 2025

Should you not have heard from us by **10 May 2025**, please assume that your application has been unsuccessful, and no further correspondence will be entered into.

Maritzburg College in line with POPIA will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognizing and accepting this disclaimer.

Maritzburg College reserves the right not to make an appointment. An application in itself does not entitle the applicant to an interview. While all applicants will be considered based on their merit, the School encourages applications from underrepresented candidates.

