
WORKSHOP MANAGER

Cape Town

LOCATION: Cape Town

BUDGETED CTC: R46 000 – R50 000 CTC per month

RELATED JOB REQUIREMENTS

Have a proficient knowledge of the company, its divisions, associates, people, products, services, and website
Deliver exceptional service that exceeds customers' expectations through proactive and appropriate solutions
Research and provide legal opinions on a variety of issues and new business projects within the business to proactively identify, assess, and manage legal risk
Must assist in general administration duties
Enjoy working independently as well as be part of a team
Assist fellow colleagues in the daily running of company related tasks
Be focused on providing work of an extremely high quality
Very good organizational skills

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

Trade Test Certificate
Computer literate
Experience in mechanical parts
8 years' experience

KEY PERFORMANCE AREAS

Staff performance managed

- Constructive regular feedback
- Clear concise instructions
- Competent people to be empowered
- Adequate resources, e.g. machines and tools
- Technical Department goals supported
- Initiate and maintain performance appraisals for workshop technical personnel
- Disciplinary action is taken when needed
- Supports technical business plan
- Effective delegation

Technical advice/information provided

- Immediate response to Operations information requirements
- Monthly technical reports on time
- Information and decisions are communicated to all relevant people

Technical policies and procedures applied

- Policies and procedures are communicated to all relevant staff

-
- Staff are trained to use procedures
 - Regular evaluations are carried out to measure compliance

Competent Technical Staff Management

- Technical training needs identified and reported to the National Technical Manager
- In-house development experience and training opportunities provided
- Training
- Training objectives are monitored and evaluated monthly

Technical budget compiled and controlled

- Running cost of all vehicles are accurately monitored
- Monthly variances reported
- Technical budget controlled within set parameters

Equipment replacement policy and strategy implemented

- Equipment replacement policy and procedures drafted in consultation with key stakeholders
- Policies and procedures support overall Technical Department strategy
- Replacement costs are within budgeted constraints
- Equipment meets quality and delivery requirements and running costs are within projected costs

Maintenance program planned and implemented

- Maintenance program completed by due date (preventative maintenance program)
- Maintenance program set within budgeted cost parameters
- Maintenance program communicated to all relevant subordinates
- Monitor and control maintenance program in consultation with all key stakeholders
- Maintenance program meets cost, quality and delivery requirements
- Depot maintenance inclusive of HR Dept and Call Centre in conjunction with building Maintenance Team

Technical manpower requirements planned and controlled

- Staffing numbers are established according to depot workload
- Required/excess positions are identified
- Staff recruitment or reduction to be identified
- Deadlines met
- Costs within approved budget
- Key stakeholders consulted throughout the process
- All stakeholder groups frequently communicated to, throughout the process

Technical Department strategy implementation.

- Technical Department strategic plan completed by due date
- Aligned to the national technical business strategy
- Internal and external environmental factors were researched and considered
- Objectives challenging and achievable
- Short-term and long-term priorities identified
- Broad consultation with key stakeholders

Cell: 072 539 7857

nadia@prospectinc.co.za



Reg: 2024 / 374160 / 07

-
- Strategy implemented and monitored every month
 - Strategy reviewed biannually

Adhere to procurement policies and procedures

- Adhere to prescribed stock levels
- Adhere to OE manufacturer specifications in consultation with Nat Technical Manager
- Follow MOVE policies and procedures on procurement

How to Apply

To apply, send your CV and a short cover letter explaining why you are the right fit to nadia@prospectinc.co.za with the subject: Financial Controller / Finance Manager (CA(SA))

Start Date: ASAP

We look forward to receiving your application.

Disclaimer: Due to the high volume of applications received, only shortlisted candidates will be contacted. Should a candidate not hear from us within four (4) weeks following their application, they should consider their application unsuccessful. Strictly fair and non-discriminatory selection procedures will be followed