
Workshop Supervisor Pretoria

Job title: Workshop Supervisor

Budget: R35-45k basic per month

Workshop Supervisor / Technical Supervisor

Duties

- Conduct vehicle inspections and ensure all repairs are completed and recorded accurately on job cards.
- Manage workshop workflow, productivity, and parts availability.
- Approve and close job cards, ensuring all work meets required technical standards.
- Supervise technical areas including mechanical, electrical, tyre, body, and technical stores.
- Ensure compliance with Occupational Health & Safety regulations.
- Manage breakdowns from report to resolution, including documentation and reporting.
- Lead workshop staff, including shift handovers, briefings, and performance management.
- Maintain accurate system records and ensure effective use of workshop management systems.
- Ensure vehicles, tools, and the workshop environment remain clean and well maintained.

Experience Requirements

- Minimum 5 years' experience in a workshop or heavy vehicle maintenance environment.
- At least 2 years' experience in a supervisory or leadership role.
- Experience managing vehicle inspections, maintenance, and breakdowns.
- Strong understanding of job card systems, workshop processes, and technical standards.
- Experience working in operational or shift-based environments.

Educational Requirements

- Grade 12 (Matric)
- Trade Test Certificate (Diesel Mechanic, Auto Electrician, or Coach Builder)
- Code EC Driver's License with PDP
- Valid Passport

Additional Requirements

- Computer literate
- Strong planning and organisational skills
- Able to work independently and within a team
- Willing to work shifts
- Must have own toolbox

This position is open to all individuals who meet the relevant minimum criteria.

Please note that all shortlisted candidates will write psychometric tests.

Cell: +27 72 539 7857
apply@prospectinc.co.za

How to Apply

Interested candidates to please send a complete detailed CV to us via email by no later than 15 March 2026. Please attach to your email all certificates. Send via email to apply@prospectinc.co.za

Closing Date: 15 March 2026

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