

Fleet Controller Mosselbay

💰 Salary: R25 000 – R30 000

Overview

Our client is seeking a Fleet Controller to manage and coordinate daily fleet operations, ensuring efficient scheduling, compliance, safety, and service delivery.

This role requires a highly organised, detail-driven individual who can operate in a fast-paced environment, manage multiple priorities, and maintain strong communication across drivers, operations, and technical teams.

Minimum Requirements

- Grade 12
- 3 – 5 years' experience in a fleet/transport/operations environment
- Strong understanding of fleet operations and scheduling
- Computer literate (Microsoft Office essential)
- Strong administrative and organisational skills

Key Competencies

- Strong attention to detail and accuracy
- Ability to work under pressure and manage multiple priorities
- Excellent communication and coordination skills
- Problem-solving and decision-making ability
- Self-managed and team-oriented
- High level of accountability and reliability

Key Responsibilities

- Fleet & Operations Management
- Monitor and control daily fleet movements and schedules
- Ensure all vehicles depart and arrive on time
- Adjust plans and manage contingencies for delays, breakdowns, or operational disruptions
- Maintain communication with drivers, depots, and operations teams
- Track vehicle performance, delays, and operational efficiency

Driver & Trip Compliance

- Ensure all drivers are fully compliant before departure (licenses, PDP, permits, documentation)
- Conduct pre- and post-trip inspections and ensure completion of required checklists
- Maintain driver standards, including uniform, presentation, and professionalism
- Ensure all required trip equipment and documentation are issued and returned

Breakdown & Technical Support

- Coordinate and manage breakdowns, ensuring minimal disruption to operations
- Provide basic technical guidance to drivers and liaise with technical teams
- Ensure accurate logging and reporting of breakdowns, delays, and incidents
- Maintain continuous communication until resolution

Administration & Reporting

- Maintain accurate records, logs, and operational documentation
- Ensure all permits, insurance, and compliance documents are valid and filed
- Complete and manage incident, accident, and IOD reports
- Monitor and update operational systems, dashboards, and tracking tools

Customer Service

- Handle customer queries, complaints, and escalations professionally
- Ensure complaints are logged, tracked, and resolved within required timeframes
- Provide clear feedback to internal teams and customers

Risk, Compliance & Safety

- Ensure fleet complies with all legal, safety, and operational standards
- Monitor vehicle condition, cleanliness, and roadworthiness
- Support accident investigations and implement corrective actions
- Maintain continuous risk assessment and operational improvements

Systems & Operational Control

- Utilise all operational systems effectively (tracking, reporting, scheduling tools)
- Log late departures, monitor performance, and generate reports
- Ensure accurate data capturing and system compliance at all times

This role is suited to a hands-on Fleet Controller who thrives in a high-pressure operational environment, with the ability to manage fleet performance, ensure compliance, and support seamless day-to-day operations.

How to Apply

Interested candidates, please send a complete, detailed CV to us via email by no later than 30 April 2026. Please attach to your email all certificates. Send via email to apply@prospectinc.co.za

Closing Date: 30 April 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