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Contract Manager

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Company: Recruitment Matters

Location: Mutanda

Category: other-general

Responsibilities

Operational Management

Monitor compliance with “daily required delivery” ensuring parameters are achieved.

Ensure optimum driver and vehicle utilization is achieved.

Conduct regular operational meetings ensuring smooth running of all operations.

Ensure vehicle fleet complies with legislation regarding loading capacity and roadworthiness in terms of Road Traffic Act requirements.

Attend vehicle accidents and control insurance and accident processes.

Recommend changes or improvements in assets.

Oversee vehicle maintenance processes.

Monitor compliance with Health, Safety & Quality Management requirements.

Check and approve all monthly 4B information.

Customer Management

Meet with Customers to discuss performance.

Analyse trends and find better methods of providing a customer with quality service.

Handle all customer complaints / problems ensuring they are timeously resolved to the benefit of all parties

Implement and monitor Customer Contact Program - namely telephone calls and visits.

Maintain market penetration ensuring market penetration is improved year on year.

People Management

Monitor HR practices for compliance with legal & bargaining council requirements: discipline, recruitment & selection, performance management practices, terminations, training & development, working hours, remuneration & working conditions

Ensure training, coaching & development of staff as well as ensuring all staff are competent on all work related systems.

Monitor administration of HR processes : employment, discipline, COID, wages/salaries, death claims, loans are done within the time frames as per HR policies & procedures.

Maintaining healthy Industrial Relations ensuring a positive working climate is maintained.

Conduct regular Union & consultative meetings.

Ensure optimal utilisation of human resources/capacity within the department.

Manage performance of subordinates and implement corrective measures where required.

Effectively respond to staff queries.

Financial Management

Compile contract budget in accordance with prescribed format & deadline.

2. Authorize all contract accounting including, invoices, orders, petty cash, debtor creditor payments, wage & salary costs.

Manage revenue & expenditure ensuring they are within budgeted parameters.

Present contract financial and operational information ensuring debts are settled.

Consolidate monthly financial & operational figures for reporting purposes ensuring all accounting deadlines and ensure all financial / accounting policies are adhered to.

Ensuring zones are measured accurately for rate purposes & rates are escalated as required.

Set and monitor monthly, quarterly and annual revenue targets ensuring these targets are exceeded.

Skills:

Proficient in Microsoft Office Suite.

Occupational health & safety legislation and procedure.

Knowledge of NBC regulations/ agreements.

Knowledge of the Road Traffic Legislation.

Knowledge of Safety Legislation and Procedures.

Knowledge of Dangerous Goods.

Sound knowledge of SHEQ systems, policies, ISO standards.

National Bargaining Council agreements.

Computer literacy

Qualifications:

Diploma in Logistics/Road Transport Management

Transport operational experience at supervisory / management level 5 - 8 years.

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