

Workshop Manager

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Company: Recruitment Matters

Location: Mutanda

Category: other-general

Responsibilities

Manage and control costs

Monitor workshop operations and take corrective actions where required

Attend to vehicle accidents and incidents

Implement and control all SHEQ requirements

Monitor and control stock orders

Service Schedules

Policies and Procedures

Administration & Keeping records

Customer Service

Comply with company code of conduct, policies and procedures

Performance Management

Training

Recruitment

Admin

IR Function

Skills:

Planning

Organising resources

Controlling utilization of resources and operational activities

Problem solving skills

Motivating employees

Coaching skills

Counselling skills

Communication skills

Managing performance

Handling conflict

Valuing diversity

Building a team

Qualifications:

Qualified Diesel Mechanic and or appropriate technical qualifications

Minimum of five years workshop supervisory experience.

Relevant technical knowledge of specific trucks, trailers and equipment

Operational systems and procedures

Reporting procedures

Health & Safety legislation and procedures

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