

POSITION DESCRIPTION

Title:	Fleet Assistant	Location:	Abu Dhabi, UAE
Department:	fleet	Reports to:	Fleet Manager
Salary:	Salary package	Band:	2
Prepared by:	CAO	Date:	October 2016

Overall Purpose:

To proactively maintain National Ambulance's (NA) fleet of vehicles through robust contract management and information management.

To assist in developing the fleet management system, policies and processes to ensure NA's fleet remain fit for purpose and the best value is derived from their life cycle.

Roles and Responsibilities

Compliance

Drives compliance through robust information and management, ensuring the fleet remains fully compliant, as per the manufacturers' guidelines.

- Prepares vehicles for annual licencing renewal inspections.
- Verifies the information held against each vehicle against auditing procedures.
- Reconciles daily fleet and locations against the information held.
- Following up with service providers to ensure that the performance is in compliance with agreed SLAs.

Operational Performance

Optimises fleet utilisation across the organisation to meet corporate and operational requirements.

- Adheres to the set fleet maintenance plan. Following up the maintenances requests and ensure that all process were performed in compliant with manufacturing recommendations and agreed scopes of work.
- Promulgates fleet management policy and procedures is adhered to.
- Following up with insurance and accidents claims with assigned workshops.
- Ensuring that all vehicles are in compliant with legislations.
- Following up with departments and vehicles users.
- Attends meetings on behalf of fleet and disseminates information.
- Works with Operations to provide accurate forecasting for operational requirements.
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System Administration

Develops and maintains the fleet management system to deliver high quality, accurate information.

- Generates weekly and monthly KPI reports for the Fleet Manager in a timely manner.
- Maintains the information in the fleet management system ensuring it remains accurate.
- Maintain complete filing systems for fleet related documents in their respective folders (on and off system).

Fleet Administration

- Processes vehicle insurance claims promptly with the insurer.

- Be the first point of contact for the supplier in regards to fines and vehicle assignments.
- Raises purchase requisitions to Procurement for fleet items that carry a cost.
- Liaises with credentialing department to process HAAD applications and prepare vehicles for Health Audits.
- Coordinates with DOH regarding status of certificates.
- Monitor and update toll traffic systems accounts.
- Monitor and report the fuel consumptions on monthly basis.

Continuous Improvement

- Helps drive continuous improvements within Fleet.
- Monitors fleets performance and reports any anomalies.
- Monitors trends such as repetitive faults and breakdowns and conducts an analysis.
- Works with procurement to develop fleet's requirements.

QHSE:

- Participates in JCI and ISO audits and prepares evidence based documentation.
- Engages, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement.
- Participates in QHSE Risk Assessments/Inspection and conduct investigations into non-conformances, near misses, incidents or complaints.

Professional and Academic Expertise

Essential Criteria

- Excellent English, both written and oral.
- Demonstrates knowledge of managing systems and large amounts of data and in the creation and maintenance of information records.
- Experience in managing, developing and maintaining relationships across multiple suppliers.
- Ability to analyse information and turn this into informative reports.
- Highly organised individual demonstrating self-motivation and upholding of professional standards
- Proven analytical, problem solving skills based on evidence.
- Intermediate to advance excel skills.
- UAE Driving License.

Desirable Criteria

- preference to fluently speak Arabic.
- Working knowledge of fleet management principles.
- Working knowledge of managing databases from the back-end.
- Knowledge and skills in coordinating a booking system.

Change Brief

Version No.	Date	Changes
1	August 2014	New PD
2	October 2016	Updated Content
3	July 2019	Due to review no changes
4	July 2021	Updated content

Review & Approval:

(Chief Administrative Officer)