



JOB TITLE: Fleet Analyst

GENERAL PURPOSE: To ensure back end fleet related activity, fueling, maintenance scheduling and other administrative tasks as assigned by Manager Fleet Operation.

JOB RESPONSIBILITIES:

Coordination with Operations and Biomedical for ambulance related issues. Preparation of weekly & Monthly Reports related to fleet performance. Maintain & update all record of ISO related documents related to fleet and take follow-ups from concerns like R&M Technician, FSTs and coordinators etc. regarding ISO related forms and procedures and its compliance. Follow all HES related issues and take record of all HES forms and reports. Coordination with Outsource Workshops regarding vehicle R&M, delivery, quality of work and invoice/payment related issues. Coordination with Insurers and 3rd Parties regarding issues to insurance claims.

Qualification: Graduation

Experience: 3-5 years of working experience within fleet or related work.

Technical Skills: Computer software, MS Word/ Excel

Age: 20-35

Reporting Line and Location: This position reports directly to Assistant Manager – Fleet and is based at Head Office in Karachi.

Compensation and Benefits: Market competitive salary package along with other benefits, such as Gratuity, EOBI, Health Insurance, Life insurance, and position-specific allowances, will be offered on the basis of qualification and experience.

Apply on given link <http://siehs.org/jobs/fleet-analyst/>

