

## **Job Title: Manager – Operations (Day & Night Shift)**

Reporting to: Manager Operations

### **Job Description:**

#### **Overview:**

We are seeking a dynamic and experienced individual to join our team as a Fleet Operations Supervisor. The successful candidate will play a key role in overseeing the daily operations of our fleet management system, ensuring efficient vehicle tracking, seamless ride assignments, and comprehensive report maintenance. This position involves handling Fleet Operations, Drivers, Coordinators and actively contributing to the enhancement of overall fleet performance.

### **Responsibilities:**

#### **Leadership:**

Lead Fleet Operations, Drivers, Coordinators, providing guidance and support to ensure effectiveness.

Conduct regular performance evaluations and facilitate ongoing training programs for continuous skill development.

#### **Operational Oversight:**

Oversee the day-to-day operations of the fleet, ensuring adherence to schedules, ride assignments, and tracking protocols.

Collaborate with other departments to address operational challenges and implement improvements.

#### **Quality Assurance:**

Conduct regular audits of fleet operations to ensure compliance with company policies, industry regulations, and safety standards.

Implement quality assurance measures to optimize performance and customer satisfaction.

#### **Strategic Planning:**

Contribute to the development and implementation of strategic plans for fleet optimization, route planning, and resource allocation.

Analyse data and key performance indicators to identify trends and opportunities for improvement.

**Problem Resolution:**

Act as the escalation point for complex issues, resolving conflicts, and addressing challenges in real-time.

Implement corrective actions and preventive measures to enhance operational efficiency.

Reports Analysis:

Review and analyse comprehensive reports on fleet performance, providing insights and recommendations for improvement.

Collaborate with the management team to implement data-driven strategies.

**Communication:**

Foster a culture of clear and open communication within the team and with external stakeholders.

Collaborate with drivers, coordinators, and other departments to ensure effective information flow.

**Training and Development:**

Identify training needs within the team and develop programs to enhance skills and knowledge.

Stay updated on industry trends and best practices, incorporating relevant information into training modules.

**Qualifications:**

Proven experience in fleet management, logistics, or a related supervisory role.

Strong leadership and management skills.

Excellent analytical and problem-solving abilities.

Effective communication and interpersonal skills.

Proficient in using tracking systems and fleet management software.

Familiarity with transportation regulations and compliance.

**Working Conditions:**

The role involves working in a dynamic and fast-paced environment, requiring adaptability to changing priorities. The Fleet Operations Supervisor may need to work occasional weekends and extended hours to address operational needs.

If you are an experienced leader with a track record of success in fleet management, we invite you to apply for this challenging and rewarding position to contribute to the continued growth and success of our team.

**Salary:** Rs. 20,000 – 30,000 per month

**Educational Qualification:** Bachelor's Degree

**Location:** Aeromall Pune Airport

**Working Conditions:** 6 days working 1 day weekly off