

Workshop Manager

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

Responsibilities

Effectively and efficiently managing the entire operations of the Workshop department with the key objective of reducing downtime of the fleet, and boosting the turnaround time of maintenance and repair works by Workshop staff for the fleet;

Contribute to the continuous development of workshop systems / staff to benefit the Company, and reduce wasted time, and ensure the same are used to their full functionality;

Developing and leading a high performing cohesive team, capable of planning and executing day-to-day activities in a safe, professional, efficient and cost-effective manner;

Ensure effective collaboration and coordination with the Stores / Procurement team to ensure that all requirements for maintenance and repair works are on hand / immediately available, and contribute to the driving down of costs between the two departments;

Proactive response to external factors to ensure that required arrangements (contingencies) are in place at all times for timely dispatch of Fleet out of the Workshop department;

Liaise with representatives outside of Zambia to ensure that all maintenance and repair issues for the Fleet outside of Zambia are dealt with as quick as possible;

Management of off-site Rescue mechanics to ensure reduced breakdown times in and around Zambia;

Performing regular workshop audits to ensure Group as well as statutory compliance;

Ensure that all equipment and machinery (electrical, electronic, pneumatical and mechanical) are maintained in good working condition by adhering to planned preventive maintenance and repair schedules;

Maintaining standardized policies and procedures across the entire department.

Skills:

Good communication and inter-personal skills;

Strong leadership skills and ability to lead by example, and work in a team;

Able to establish and maintain effective working relationships with subordinates, co-workers, Managers, and 3rd parties;

Conflict management ability;

Good judgment with strong moral / ethical compass, and high levels of responsibility and accountability;

Hard worker, with high levels of energy and self-motivation;

Diligent with strong attention to detail;

Results orientated with delivery capabilities and good time management skills;

Strong analytical, planning and organization Skills;

Decision making skills;

Pro-active management style with initiative, dynamism and assertiveness approach and ability to make sound decisions;

Show high levels of skills and interest in developing others;

Qualification:

Academic Background: Degree/ Diploma in Mechanical Engineer or other Technical Mechanic background;

Experience required (minimum): 7 years, preferably in Transports, managing a medium/large workshop;

Excellent IT knowledge: good knowledge of Microsoft Office products (word; excel);

Time availability: willingness to work weekends rotational public holidays as workload requires.

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