DISPATCH & FLEET ASSISTANT

Location: Cosmos Business Park
Reports to: Operations Manager
Job Type: Dispatch & Fleet Assistant
Years of Experience: Minimum 2 of Experience in Transport, Fleet Administration, road freight logistics

1. Job Description – Dispatch & Fleet Assistant

We are seeking an organized and proactive Dispatch & Fleet assistant to manage our daily transportation operations, vehicle tracking, driver scheduling, and route optimization. The successful candidate will play a critical role in ensuring safe, compliant, and on-time deliveries while maximizing fleet efficiency and minimizing operational friction.

2. Responsibilities:

2.1. Assign daily loads, plan fuel-efficient routes, and schedule drivers using specialized logistics and GPS tracking software.
2.2. Monitor active vehicle positions live, proactively handle roadside emergencies or breakdowns, and dynamically reroute vehicles to minimize delays.
2.3. Serve as the primary link between drivers, clients, warehouse personnel, and senior management to ensure seamless operational flow.
2.4. Track and manage vehicle licensing, roadworthiness checks, mileage logs, preventative maintenance
2.5. Accurately log fuel consumption, delivery receipts, and driver performance metrics to identify cost-saving opportunities.
2.6. Coordinate daily vehicle dispatches and optimize transport routes using GPS and route-optimization
2.7. Live-track active fleet movements and resolve real-time road delays or breakdowns promptly.
2.8. Manage preventative fleet maintenance schedules and vehicle license renewals
2.9. Bridge communication lines smoothly between drivers, warehouse personnel, and client accounts.
2.10. Ensure compliance with National Road Traffic Act, load restrictions, and driver hours regulations.
2.11. Identify cost-saving opportunities through analysis of fuel consumption and delivery performance metrics.
2.12. Handle roadside emergencies and dynamically reroute vehicles to minimize operational delays.
2.13. Maintain accurate mileage logs, delivery receipts, and fleet performance records.
2.14. Support overall fleet efficiency and on-time delivery performance.

3. Requirements:

3.1 2 years of proven experience in transport coordination, fleet administration, or road freight logistics
3.2 Proficiency with GPS tracking platforms, route-optimization software, and fleet management dashboards.
3.3 Matric certificate (minimum); tertiary certificate or diploma in Logistics, Supply Chain, or Transport Management is highly advantageous.
3.4 Exceptional problem-solving abilities under pressure, outstanding communication skills, and capacity to multi-task efficiently. South African Resident or Permanent Resident status preferred.

4. Application Evaluation

4.1 Your application will be considered only if you submit your CV - PDF
4.2 Copy of your ID

5. Contact Details

5.1 You can provide CV at: Adriana Diaz – cv@easypowersolar.co.za

5.2 Your email submission must include in REFERENCE 2026022 + your name as detailed in your ID