

WE ARE RECRUITING

A 'Fleet Operations Support'

Duties and Responsibilities

- Perform daily vehicle inspections and ensure lorry cleanliness, checklist completion, and issue resolution
- Confirm roadworthiness and legal compliance of all fleet vehicles
- Enforce the "One Driver – One Truck" policy and manage responsibility transfers
- Track maintenance schedules, servicing, and renewal of documents (insurance, road tax, fitness)
- Maintain accurate records of inspections, repairs, and compliance activities
- Conduct road tests and assess the skills of new drivers
- Liaise with drivers on vehicle conditions and assist with GPS tracking and truck allocation
- Support daily truck loading and fleet allocation planning
- Monitor logistics performance, lead weekly housekeeping efforts, and provide regular reports

Profile

- HSC or equivalent
- Valid and clean Goods Vehicle Driving Licence
- Minimum of 2 years' experience in fleet operations, logistics, or a related field
- Proven experience in test driving, vehicle inspections and issue identification.
- Solid understanding of vehicle maintenance and regulatory standards
- Familiarity with transportation regulations (road tax, insurance, fitness, etc.).
- Strong organizational and communication skills
- Ability to work both independently as well as part of a team.
- Proficient in the use of MS Office suite

Interested candidates should forward their resume by latest Saturday 13th September 2025 to the Human Resources Department,

Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : hr.panagora@eclosia.com

Only the best candidates will be called for an interview