



VACANCY

Fouriesburg Area, Free State

FLEET MANAGING ADMINISTRATOR

Key Responsibilities:

- Manage and maintain records for all farm vehicles and machinery
- Schedule and track vehicle maintenance, services, and inspections
- Monitor fuel (diesel) usage and maintain accurate fuel logs
- Control diesel issuing systems and reconcile diesel usage
- Liaise with service providers, suppliers, and mechanics
- Maintain fleet registers and operational reports
- Monitor vehicle allocation and usage across departments
- Ensure compliance with safety and regulatory requirements
- Assist with cost tracking and reporting related to fleet and fuel consumption
- Process vehicle-related documentation (licenses, renewals, insurance)

Requirements:

- Previous experience in fleet administration or similar role
- Strong administrative and organisational skills
- Proficiency in Microsoft Excel and general office software
- Ability to multitask and work independently
- Good communication and coordination skills
- Valid driver's license and own reliable transport (essential)
- High attention to detail and accuracy

**Stable position within a dynamic farming environment.
Opportunity to work with a diverse fleet of vehicles and equipment.**

Competitive salary (experience-related)

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