

## Fleet Administrative Coordinator

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Company: Delivery Point Logistics Service Co W.L.L

Location: Manama

Category: other-general

We are looking for an experienced FleetAdministrative Coordinator in our Food Transportation departmentwho can run the below tasksprofessionally:

Assist in coordinatingthe daily operations of the fleet, including vehicle assignments,maintenance, inspections, andrepairs.

Effectively handle the ridervacations, ensuring seamless coordination and coverage to maintainoperational continuity.

Conduct daily casemanagement and follow-up procedures.

Facilitateeffective communication within the department, ensuring smoothinformation flow.

Manage the COD report andminimize outstanding due to maintain financialintegrity.

Maintain efficient communication andresolutions of riders' pending dues, issues, and walletcomplaints by promptly reporting them within the designatedtimeframe.

Maintaining and overseeing the RiderFleet Database along with updating information as per SupplierVolume demands.

Enhancing the Fill Rate throughcoordination with the Fleet PerformanceCoordinator.

Prepare and distribute reports,presentations, and other materials to support decision-makingprocesses.

Assist in ensuring compliance with applicable regulations, laws, and company policies related to fleet operations.

Monitor and document driver compliance with safety regulations and maintain accurate records.

Assist in coordinating driver training programs and maintaining training records.

Other Ad-hoc tasks as presented by the Client.

### **Educational Qualifications & Certifications:**

Bachelor's degree or equivalent; additional education or certification in office administration or related field is a plus.

Proven experience in an administrative support role, preferably in a fleet or transportation environment.

Strong organizational skills with the ability to multitask and prioritize work effectively.

Excellent written and verbal communication skills.

Proficient in using office productivity software (e.g., Microsoft Office Suite, spreadsheets, databases).

Familiarity with fleet management software and systems is desirable.

Attention to detail and accuracy in record-keeping and data management.

Knowledge of transportation regulations, safety protocols, and compliance requirements is advantageous.

Ability to work independently and collaboratively in a fast-paced, dynamic environment.

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