

JOB VACANCY –TRANSPORT MANAGER

- Company: Safari Valley Eco Resort
- Business Unit : Resort
- Town/City : Adukrom, Okere District
- Contract type: Fixed Term
- Job type: Full Time
- Function: Transport
- Reference No.: TRS-001-24
- Remote Eligible: Onsite
- Date of publication: 2024.08.08

ABOUT SAFARI VALLEY ECO RESORT:

Safari Valley Eco Resort is the first luxury eco-park resort in Ghana located on a 250 acre land in the heart of the lush, tropical valley of the Okere district in the Eastern region of Ghana, surrounded by incredible natural beauty of exotic wildlife, exquisite flora and fauna, and an unspoiled beauty of nature. Safari Valley Eco Resort employs is an affirmative action, equal opportunity employer, employing over 700 direct and indirect workers. All qualified applicants receive equal consideration for employment without regard to race, color, religion, sex, disability, or any other protected class.

ROLE SUMMARY:

The transport manager will plan, organize, manage and evaluate the efficient operations of all transportation and transport related activities of the resort. These activities/responsibilities would include transport coordination and administration, preventive maintenance, and new driver or vehicle acquisition. You will provide senior-level leadership with direction, coordinating with other managers to ensure customer's expectations are met, cost are controlled and vehicles are well maintained and the appearance of our drivers, buses, and operation pick-up are up to our standards.



DUTIES & RESPONSIBILITIES:

- Develop a system for recruiting, training and evaluating drivers on a regular basis including drivers attending a combination of annual classroom instruction and behind-the-wheel instruction, and ensure annual reviews for drivers that include onboard observation of road regulations.
- Develops a system for administering and monitoring compliance with all regulations on the use of company vehicles.
- Carry out all supervisory responsibilities in accordance with the organization's policies and procedures.
- Establishes policies and procedures, Standard Operating Procedures (SOP) for the transportation Department and develop systems that best aid the values, vision and mission of the Resort with focus on both Staff, Guest and goods and services.
- Develops, oversees and monitors a communication system with all the drivers, staff and maintain frequent contact with management, staff to instill the 'wow' factor in customers.
- Ensure all drivers are performing all of their necessary tasks and responsibilities as assigned.
- Ensure that all driver and vehicle licenses, vehicle permits, insurance and inspections are completed and also valid at all times as required by local, and state regulations.
- Develops a system for tracking all company vehicles, distance travelled, locations travelled and keep up to date records on the daily use of all company vehicles.
- Develops a system for tracking and monitoring the use of fuel, and other vehicle parts, maintain receipts and complete the necessary paperwork for payment of fuel/vehicle parts
- Record and prepare daily, weekly or monthly report on all company vehicles and their various activities.
- Develop and maintain a system of monitoring the safety and cleanliness of all company vehicles.
- Develop and follow a preventive maintenance schedule for each vehicle, ensuring all vehicles are in good state at all times.

Qualification Required & Experience

- Bachelor of Engineering or HND- Mechanical & Automobile engineering.
- Experience in the handling and maintenance of electric vehicles/carts.
- A Valid Driver's License.
- Specialized training in transport management systems is considered an advantage.
- Good knowledge on the use of transport tracking software and Microsoft suit.

APPLICATION INSTRUCTIONS:

All interested applicants should send their CV, certificates and cover letter to the address below:

The HR Manager

Safari Valley Eco Resort

Adukrom, Okere District

Email Address: safarivalleyhr@gmail.com

NB: *Please use "Transport Manager" in the Subject Line when applying via email.*

Deadline for Submission: **23rd August, 2024.**