



# RAA LIMITED

Warehouse 1A, Ideal Ceramics Compound ICD Road, Nairobi Kenya.

## WORKSHOP MANAGER

**Job Title:** Workshop Manager

**Position:** 1

**Company:** RAA LIMITED

**Location:** MSA RD, Nairobi

**Job Type:** Full-time

### About Us:

RAA LTD is one of the country's leading distributors, built on a strong foundation with talented people ready to serve you from FMCG to Pharmaceuticals. We are the first to set a footprint throughout the country covering all major towns. Our passion drives us, and our values empower us. We are seeking for a highly experienced Head of Garage to help lead our automotive service Centre.

### Job Summary:

As the Workshop Manager, you will be responsible for overseeing and managing our vehicle fleet and maintenance operations. Your leadership and expertise will ensure the smooth and efficient functioning of our transportation assets, contributing to the timely delivery of products to our customers.

### Key Responsibilities:

#### 1. Fleet Management:

- Supervise and manage a fleet of vehicles, ensuring they are properly maintained and available for daily operations.
- Monitor vehicle utilization and optimize routes for efficiency.

#### 2. Maintenance and Repairs:

- Plan and execute maintenance schedules for all company vehicles.
- Coordinate vehicle repairs and servicing, minimizing downtime.

#### 3. Cost Management:

- Control and manage the budget for the garage department, optimizing costs while maintaining service quality.
- Implement cost-saving initiatives, such as efficient fuel consumption and maintenance practices.



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## 4. Compliance and Safety:

- Ensure that all vehicles meet regulatory compliance and safety standards.
- Oversee driver training programs and enforce safety protocols.

## 5. Inventory and Spare Parts:

- Manage inventory of spare parts and supplies, ensuring availability when needed
- Establish relationships with suppliers for timely parts procurement and sourcing of quality parts at negotiable favorable pricing.

## 6. Performance Monitoring:

- Implement Key Performance Indicators (KPIs) to measure and improve garage and vehicle performance.
- Analyze data to identify areas for improvement and implement corrective actions.

## 7. Team Leadership:

- Recruit, train, and manage a team of garage staff, including mechanics, technicians, and drivers.
- Foster a culture of accountability and continuous improvement.

## 8. Environmental Responsibility:

- Promote eco-friendly practices, such as fuel-efficient driving and vehicle emissions reduction.
- Ensure compliance with environmental regulations.

## Qualifications:

- Bachelor's degree in a related field (e.g., Mechanical Engineering)
- Proven experience 5+ years in fleet management or garage operations, preferably in the FMCG industry.
- Strong knowledge of vehicle maintenance and repair procedures.
- Familiarity with transportation regulations and safety standards.
- Excellent organizational and leadership skills.
- Strong problem-solving and decision-making abilities.
- Effective communication and interpersonal skills.
- Proficiency in fleet management software and tools.

## Skills:

- ASE (Automotive Service Excellence) certification.
- Experience with FMCG distribution and logistics.
- Knowledge of telematics and vehicle tracking systems.
- Budget management experience
- Garage-based with occasional field visits and travel as required.



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- Flexible hours to accommodate maintenance and repair needs.

RAA LIMITED is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

*If this sounds like you please share your CV indicating the region as part of the subject to [humanresource@raalimited.com](mailto:humanresource@raalimited.com) on or before 15<sup>th</sup> January 2025*

