Simplify is a company who strives to be the most distinguishable vehicle rental company through simplifying every travel experience. Our branch in Menlyn requires a suitable candidate for the position of Fleet Controller.

**Duties / Responsibilities:**

* Account Management
* Driver management to ensure optimisation of time
* Tracking installation confirmations and checks
* Merchant applications and insurance claims
* Licence renewals and ordering of E-tags
* Service bookings and vehicle deliveries
* Fleet administrative duties
* Ensure compliance with company regulations and guidelines.

**Requirements:**

* 2 years relevant fleet experience in the Vehicle rental industry;
* Strong administrative skills
* Valid driver’s licence.
* Strong organizing and time management skills; able to work under pressure.
* Application of Policies & Procedures, computer literate.

Salary: **Market Related Salary**

Benefits:  **Performance Incentive, Medical Aid & Provident Fund**

Kindly send a comprehensive CV to the General Manager Adriaan Coetzer [AdriaanC@simplify.za.com](mailto:AdriaanC@simplify.za.com) and/or Regional HR Manager Adele Sebastian, at [adeles@westvaal.co.za](mailto:adeles@westvaal.co.za)

If you have not been contacted within two weeks of the closing date, please consider your application as unsuccessful.

**Closing date: 15 September 2025**