



WORLD KNITS LTD

Job Profile – Transport Officer

With over 30 years of experience in the textile industry, World Knits Ltd. is a leading manufacturer of high-quality knitted garments and exports its products to Europe, USA and South Africa. World Knits Ltd. manages their entire production process in house from knitting, dyeing, printing, to finishing with 2 production units in Mauritius and 1 in Madagascar.

World Knits Ltd is seeking to hire a permanent Transport Officer on a full-time basis. The potential candidate will report to the Head of Procurement and Logistics.

DUTIES AND RESPONSIBILITIES

- Act as the service provider to the different departments needing transport services for business purposes, ensuring high level of service and satisfaction
- Plan and coordinate transport arrangements for staff (normal hours and overtime)
- Ensure transport contractors meet company regulations / service agreements with regards to timeliness, safety, sanitary precautions and overall adherence to service agreement
- Carry out monthly assessment of performance of contractors in relation to service agreement
- Ensure proper and timely maintenance of company vehicles
- Manage the team of drivers and assign transport trips to each, based on other departments' requests and urgency; ensuring the routes are efficient and well planned.
- Keep track of all vehicles in and out logs (or GPS records), and coordinate with respective drivers
- Recommend appropriate number and types of vehicles which is suited for the business needs including recommendation on whether to own, rent or sub-contract based on nature of work required
- Follow up for road tax & fitness, description changes in B-Carrier licences, in line with National Land Transport Authority regulations
- Maintain all documents and records pertaining to the management of the fleet of company vehicles

QUALIFICATIONS & EXPERIENCES

- Bachelor's in Transport and Logistics Maintenance or relevant;
- Minimum 1-2 years' experience in a similar role
- Conversant with Ms Office Suite

SKILLS

- Excellent communication skills
- Excellent analytical skills
- Critical thinking skills
- Problem Solving skills
- Attention to detail & good level of concentration
- Ability to work in a team

If you are interested, please send your Curriculum Vitae at k.ramasawmy@wknits.com by latest 23 August 2023.