



Fleet Vehicle Delivery Coordinator

A position has become available in the Group Fleet Department for a Fleet Delivery Coordinator

Reporting directly to the Fleet Sales Manager, this role is ideal for a school leaver or entry-level candidate looking to build a long-term career in the automotive or fleet industry. Full training and support will be provided.

About the role:

- Coordinate and schedule fleet vehicle deliveries
- Monitor vehicle build, arrival and preparation progress
- Complete all pre- and post-delivery paperwork
- Conduct vehicle handovers to fleet clients when required
- Assist with vehicle movements between sites and customer locations
- Support the Fleet Sales and Account Management teams

About you:

- Highly organised with strong attention to detail
- Good communication skills and a customer-focused attitude
- Able to manage multiple tasks and meet deadlines
- Willing to learn and show initiative
- Current SA Driver's Licence (mandatory)
- Current SA Police Clearance will be required (no older than 6 months)

Previous automotive or fleet experience is not required — an interest in cars, logistics, or customer service is highly regarded.