



JOB DESCRIPTION

Name: VACANCY	Position Title: Auto Electrician
Department: Fleet Management Office	Reports to: Fleet Manager, Fleet Officer
Direct Reports: Fleet Manager, Fleet Officer, Tech. Assistant	Location: NHQ
Purpose Statement	
Responsible in the repair and maintenance of service vehicle with problem in electrical systems, to install and maintain sound electrical system while the vehicle is on used. Responsible to identify faulty electrical and repair immediately.	
Key Result Area:	Duties and Responsibilities:
A. Determines faulty electrical system, test, recondition, and replace faulty wirings.	<ul style="list-style-type: none"> • Ensure that repair and maintenance works performed diligently, in professional manner, and on time as schedule. • Make sure that components are working properly to minimize sudden breakdown of vehicle caused by electrical components • Ensure that the repair schedules are carefully prepared. • Ensure that electrical diagrams are followed to properly conduct circuit evaluation, inspection, and repair
B. Cleaning of service vehicle after service	<ul style="list-style-type: none"> • Ensure that after the works, the vehicle is properly clean before releases from the shop.
C. Recording of job order and issuance of completion report	<ul style="list-style-type: none"> • Ability to record the required job, the work in progress and to provide completion report.
D. Assisting in overseeing vehicle, parts, supplies, and materials acquisition	<ul style="list-style-type: none"> • Provide assistance to check and accepts the delivery of parts, vehicle, supplies and materials are correct
E. Assist in coordination with parts needed and reports	<ul style="list-style-type: none"> • Ability to provide specific parts needed for the work in progress or for schedule • Provide maintenance and or repair work and supplies inventory
F. Other related duties	<ul style="list-style-type: none"> • Performs all other duties that may assigned from time to time
JOB SPECIFICATIONS	
Qualifications/Minimum Education: Closely related field and or industrial technology in Automotive	
Personal Qualities and Skills:	Work Experience:
<ul style="list-style-type: none"> • Hard working and work with minimum supervision 	<ul style="list-style-type: none"> • At least 2 years experience in automotive electrician for any type of vehicle