

Workshop Manager and IT Manager– Vehrad Transport

Vehrad Transport & Haulage delivers reliable logistics, heavy haulage, warehousing, and chemical reagent solutions — safely and on time across the West African sub-region

1- Workshop Manager:

Major: degree in Mechanical Engineering, or any related field

Experience: 5-7 years pf experience

Major Responsibilities:

- Plan, schedule, and supervise preventive maintenance and repair activities for the company fleet.
- Lead and manage workshop technicians, mechanics, welders, and support staff to ensure high productivity and quality workmanship.
- Ensure all repairs and maintenance work comply with safety standards, company policies, and transport regulations.
- Monitor vehicle downtime and implement strategies to improve fleet availability and operational efficiency.
- Maintain accurate service, repair, inspection, and maintenance records for all trucks and equipment.
- Coordinate breakdown support and emergency repairs when required.
- Conduct regular inspections of trucks to identify faults and prevent major mechanical failures.
- Prepare workshop reports, maintenance schedules, and cost analyses for management review.
- Control workshop expenses and ensure maintenance activities remain within budget.
- Train, mentor, and evaluate workshop staff to improve technical skills and performance.
- Ensure cleanliness, organization, and proper functioning of the workshop environment.
- Work closely with fleet operations and drivers to address vehicle performance concerns and improve reliability.
- Enforce strict adherence to occupational health and safety procedures within the workshop.

Additional Requirements:

- Proven experience managing a workshop or fleet maintenance team, preferably in heavy-duty transport operations.
- Strong knowledge of heavy-duty truck maintenance, diesel engines, hydraulics, and fleet management systems.

2- IT Manager:

Major: degree in Computer Science, Computer Engineering, or any related field

Experience: 5-7 years of experience

Major Responsibilities:

- Manage and maintain the company’s IT infrastructure, including servers, networks, computers, internet systems, and communication platforms.
- Oversee installation, configuration, maintenance, and troubleshooting of hardware and software systems.
- Ensure continuous availability and security of company data, systems, and digital operations.
- Develop and implement IT policies, procedures, and best practices.
- Monitor system performance and recommend upgrades or improvements where necessary.
- Provide technical support and guidance to staff across all departments.
- Manage cybersecurity measures, antivirus protection, backups, and data recovery systems.

- Maintain fleet tracking systems, transport management software, CCTV systems, and other operational technologies.
- Coordinate with external IT vendors and service providers when necessary.
- Supervise IT staff, technicians, and support personnel.
- Ensure proper documentation of IT systems, licenses, passwords, and equipment inventory.
- Support the implementation of new technologies that improve operational efficiency.
- Monitor IT budgets and control technology-related expenses.
- Ensure compliance with data protection and information security standards.
- Conduct regular system audits and preventive maintenance activities.

Additional Requirements:

- Proven experience in IT management or systems administration.
- Strong knowledge of networking, cybersecurity, servers, cloud systems, and database management.
- Experience managing enterprise software and IT infrastructure.
- Ability to manage multiple IT projects and priorities effectively.
- Knowledge of Microsoft 365, cloud computing, and virtualization technologies.
- Familiarity with CCTV and security systems management.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802