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JOB VACANCY: WORKSHOP MANAGER

Location: Oranjemund Namibia
Job Type: Full-time
Start Date: 1 April 2026

GL Mechanical Services is seeking an experienced and motivated **Mechanical Workshop Manager** to oversee the day-to-day operations of our workshop. The successful candidate will be responsible for managing staff, ensuring high-quality workmanship, maintaining safety and efficiency, and delivering excellent customer service.

Key Responsibilities

- Manage and supervise all workshop activities and staff.
- Plan, allocate and monitor workloads to meet deadlines and customer expectations.
- Diagnose and approve repair and maintenance work on a range of mechanical equipment/vehicles.
- Ensure all work is carried out to industry standards and company quality procedures.
- Implement and enforce health & safety policies, including proper use of tools and PPE.
- Control workshop costs, including labour hours, parts usage and consumables.
- Maintain accurate records: job cards, service reports, parts requisitions and timesheets.
- Liaise with customers and internal departments, providing technical advice and updates.

Requirements

- Trade qualification in Diesel Mechanics or at least 5 years in the specified field.
- Proven experience in a supervisory or managerial role within a mechanical workshop.
- Strong technical knowledge of vehicles / Trucks and industrial Equipment.
- Excellent leadership, communication and people-management skills.
- Strong organisational skills with the ability to prioritise and work under pressure.
- Good computer skills for job costing, reporting and documentation.
- High attention to detail and commitment to quality and safety.
- Valid Code of Conduct

Preferred Attributes

- Experience with Trucks and vehicle OEM diagnostics.
- Valid driver's licence: Code C or CE .
- Experience in Sage Pastel Accounting.

How to Apply

Please send your CV, cover letter and relevant certificates to:

Email: manager@glmechanic.com

Subject Line: Mechanical Workshop Manager Application – Your name and Surname

Application deadline: 26 February 2026 Only short-listed candidates will be contacted.