



NIRO Company Limited is The Gambia's Premiere Private Company providing all-inclusive Airport Ground Handling, Inflight Catering Services and Travel and Ticketing. Our mission is to provide best services in the aviation sector while maintaining safety and security requirements to the highest standards. We are looking for interested, qualified and competent candidates to fill the position of:

- 1. Job Title: GSE Workshop/Garage Manager**
- 2. Reports to: Senior Manager Ground Services**
- 3. Department: Ground Services**
- 4. Location: NIRO Stations**

5. Job Purpose

To manage and oversee the operations of the company garage and fleet maintenance activities, ensuring that all company vehicles and external customer vehicles are maintained in a safe, reliable, roadworthy, and operational condition. The GSE Workshop/Garage Manager shall ensure efficient workshop operations, high service quality, cost-effective maintenance practices, customer satisfaction, and continuous improvement through innovation and modern garage management technologies.

6. Duties and Responsibilities

- (a) Manage the day-to-day operations of the GSE workshop/garage and ensure the efficient, safe, and organized delivery of maintenance services.
- (b) Plan, organize, and supervise preventive and corrective maintenance of company vehicles, Ground Support Equipment, and other equipment in accordance with approved maintenance schedules.
- (c) Ensure the availability, reliability, serviceability, and safe operating condition of all vehicles and equipment, while monitoring downtime and taking corrective measures to improve operational efficiency.
- (d) Supervise workshop personnel, allocate work assignments, and monitor staff productivity, workmanship, performance, and compliance with required procedures.
- (e) Ensure all inspections, servicing, maintenance, and repairs are carried out in accordance with manufacturers' recommendations, Company procedures, applicable regulatory requirements, and relevant industry standards.
- (f) Manage external customer vehicle repairs, including preparation of estimates, job cards, quotations, and related documentation, while ensuring timely service delivery and customer satisfaction.



- (g) Manage and control spare parts, tools, lubricants, consumables, and workshop materials, including preparation and follow-up of requisitions and coordination with suppliers and service providers.
- (h) Maintain accurate and traceable maintenance records, vehicle and equipment histories, job cards, inspection records, repair reports, and other workshop documentation.
- (i) Be responsible for the safety and security performance of the Unit, including analyzing and investigating the root causes of reported hazards and safety occurrences, and ensuring appropriate corrective actions and mitigation measures are identified, implemented, and properly closed.
- (j) Ensure compliance with occupational health, safety, security, and environmental requirements, including regular safety inspections, proper use of Personal Protective Equipment (PPE), good housekeeping, and safe workshop practices.
- (k) Ensure the workshop remains prepared for internal audits, customer airline audits, regulatory inspections, and compliance with applicable ISAGO requirements at all times, including timely closure of identified findings.
- (l) Monitor workshop operating and maintenance costs, assess the condition and performance of vehicles and equipment, and recommend repair, refurbishment, replacement, disposal, or acquisition where necessary.
- (m) Prepare weekly and monthly reports on maintenance activities, equipment availability and downtime, workshop performance, costs, safety matters, and overall garage operations.
- (n) Promote innovation and continuous improvement by introducing practical systems, modern technologies, and maintenance practices that improve workshop efficiency, equipment reliability, customer service, and profitability, including the development of the garage as a revenue-generating business unit.
- (o) Perform any other duties assigned by Management.

7. Education, Knowledge, Skills, and Experience

- (a) Diploma or Degree in Automotive Engineering, Mechanical Engineering, Motor Vehicle Engineering, or a related technical field, with practical experience in vehicle diagnostics, repair, maintenance, and workshop/garage management.
- (b) Minimum of five years of relevant experience in automotive and/or GSE maintenance, including supervisory or workshop/garage management responsibility.
- (c) Sound knowledge of vehicle diagnostics, maintenance planning, and workshop operations



- (d) Strong leadership, supervisory, and team management skills.
- (e) Computer literacy and ability to use maintenance management systems, inventory management systems, and digital reporting tools.
- (f) Must be innovative, proactive, and capable of developing practical solutions to improve workshop efficiency, and operational performance.
- (g) Demonstrated entrepreneurial mindset with the ability to identify business opportunities, develop external garage services, and contribute to revenue generation.
- (h) Conversant with current technologies and trends in garage management, including vehicle diagnostic systems, fleet tracking systems, preventive maintenance software, inventory management systems, and emerging automotive technologies.
- (i) Good communication, customer service, negotiation, and interpersonal skills.
- (j) Ability to work under pressure, manage multiple priorities, and meet operational deadlines.
- (k) Valid driver's license will be an added advantage.
- (l) Excellent command of the English language (written and verbal).

8. How to apply:

- (a) An application letter addressed to the Administration Manager
- (b) Recent Curriculum Vitae
- (c) A photocopy of Gambian identification card, and academic documents.

The deadline for submitting application documents is **September 30, 2026**. Please send your application documents in one scanned PDF document on recruitment@niro.gm