

Black & White Taxi Management Pty Ltd

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Fleet Co-Ordinator/Roster Clerk

- Are you confident and able to work unsupervised?
- Do you have impeccable organisational skills?
- Are you able to multitask with ease?
- Can you communicate effectively with a diverse customer base?

Black & White Taxi Management is seeking to appoint an enthusiastic, self motivated person with great organisational skills for the position of Roster Clerk/Fleet Assistant. Based on the south side of Brisbane this is a full time position commencing early in the new year in a fast paced environment.

Working as part of a team, you will need to be highly organised, with great time management and have a proactive approach to problem solving. This is a multi faceted role which requires high standards of attention to detail.

Some of the key tasks & responsibilities will include:

- Driver recruitment/induction
- Assisting with booking and shift allocation
- Shift changeovers
- Driver database maintenance
- Co-ordinate Qld Transport vehicle inspections
- Registering vehicles
- Co-ordinate vehicle repairs and manage routine maintenance
- Assist in maintaining Qld Transport vehicle standards
- Administration assistance

To succeed in this role you will need to have intermediate computer skills, strong communication skills, the ability to multi task and good work ethic. You must be able to work unsupervised and meet deadlines. A current driver's licence is required and Transport exposure is preferred but not essential.

Apply by email to Haidee Southwell at hsouthwell@bwcabs.com.au