

# FULL TIME MAINTENANCE/OPERATIONAL ADMINISTRATOR – EAGLE FARM



We are a well-established bus company that provide charter and route services across South East QLD and northern NSW. Our company is continuing a pattern of sustained growth and we want to welcome our next family member to the team.

This position will suit a highly motivated person with an excellent attention to detail who takes pride in their work and likes to work in a small but busy (but not stressful) team environment.

## Duties & Responsibilities:

- Schedule maintenance and maintain records, service schedule, vehicle and driver data etc
- Manage document control requirements, ensuring registers are maintained and up to date.
- Arranging vehicle servicing and repairs
- Answering phone calls and responding to customer enquiries
- Day to day liaison with field resources and supervisors as well as client stakeholders,
- Liaise and develop rapport with new and existing clients and suppliers
- Liaison with Managers and deal with issues that arise day-to-day
- Sharing On call rotating roster (including weekends) with other staff on a fortnightly basis

## Skills & Experience Sought:

- Experience in office administration
- Experience in a similar role within a transport, logistics or heavy vehicle transport industry, or possibly safety maintenance and compliance industries
- Active problem-solving skills and able to 'think outside the box'
- Pleasant phone manner which is friendly, helpful and customer focussed
- With job bookings, you need a geographical knowledge of SEQ and Northern NSW
- Great communication skills (verbal and written); pleasant, helpful and customer focussed
- High level of attention to detail whilst able to be doing a couple of things at once
- Be reliable, flexible and positive
- If you have a Drivers License class MR or Higher – that would be a bonus, but if not is ok
- Willing to learn – you'll be trained in many areas of the business to help you be most effective.

If you want to be part of a team, where your input and contributions are valued, you're able to work autonomously whilst part of a friendly team, have the above skills, then please apply. Salary will be above the award, depending on your skills and abilities. This is a newly created position, so availability is immediate, or we will wait (a short time) for the right person/s.

## How to Apply

- First check you have the above skills and 2 years' experience
- Send your resume to [positionvacantsceaglefarm@gmail.com](mailto:positionvacantsceaglefarm@gmail.com)
- Be sure to include a current reference
- Ensure the subject field of your email has the wording "ADMIN VACANCY".

We look forward to receiving your application and potentially welcoming you to the team.