

Regional Transport Administrator

The Transport Management Services division of Multiserve provides administration and management of school transport services to the education sector.

The Regional Transport Administrator role assists the Regional Transport Manager in:

- Delivering the transport operation and associated administrative support to schools, transport operators and parents/caregivers and administering all transport assistance (including conveyance) applications
- Ensuring payments are correctly administered
- Actively managing special education transport within the region

Skills, knowledge and attributes required:

- Ability to plan and prioritise
- Competent user of Microsoft Office Products Suite
- Detail conscious
- Customer service orientated
- Ability to work independently and in a team environment
- Ability to coordinate and manage a number of tasks at the same time
- Geographic understanding of Upper North Island
- Quick learner

The position is full time and is based in our offices in Mt Eden.

CVs should be sent to Craig
Plested – Human Resources
Advisor jobs@cognition.co.nz

