

Position Title: Travel Coordinator
(Temporary – approx. 6 weeks)

Department: Transportation

Immediate Supervisor: Manager of Transportation

Nature and Scope

The Travel Coordinator is responsible for providing coverage for the Manager of Transportation. They will be responsible for the safe, efficient and effective day to day operations of the Transportation Department in the Manager of Transportations absence. This will include ensuring smooth and efficient scheduling with dispatch to drivers every Monday and Thursday. This role provides support in a fast paced, high volume, dynamic office environment. This will include being at the front line for service, delivery and telephone inquiries to the Operations Department.

Responsibilities

- Solicit input from Students/Staff/Coaches and other user groups to ensure the Transportation needs of the school are met with high quality and exceptional service;
- Organize daily transportation schedules across the organization, utilizing MySchool software to identify transport needs;
- Responsible for driver timesheet approval;
- Assist in documenting worker accidents/illnesses per WorkSafe BC procedures;
- Promote safe work practices. Daily communication with the school Mechanic to dispatch fleet vehicles as required;
- Log servicing records of all vehicles in accordance with Government and Manufacturers guidelines;
- Administer safety logs of pre-trip and post-trip inspections;
- Daily reconciliation of gas and diesel receipts;
- Optimize the use of school vehicles and arranges outsourcing as required;
- Support the transportation needs of the External Rental program including during school closures;
- Act in a backup driver capacity when required (small vehicles);
- Coordinate daily pickups and drop offs in support of the school needs;
- Communicate with staff, students and parents regarding weekend travel, student leave and school trips;
- Establish and maintain positive working relationships with key stake holders including communication with department heads to ensure approval of appropriate usage of the fleet and balanced and fair activities across the organization;
- Follow initiatives and procedures that maximize organizational ability to service the school needs;
- Coordinating and communicating office activities, reception duties, shipping and receiving and general troubleshooting;
- Arrange and attend team meetings;
- Arrange travel accommodations for key personnel required business trips in an economical and timely fashion, including hotel bookings, car rentals;
- Distribution and follow up on Security communication and logs;
- Other duties as assigned.

Education and Experience

- Grade 12 Education

- Current valid BC Driver's license
- First aid
- Previous experience in a fast-paced office environment

Knowledge and Skills

- Adept at responding to changing business and customer needs including emergency situations or unforeseen events. Plans according to multiple deadlines, adjusts as required - professionally and unemotionally;
- Previous dispatch experience;
- Ability to provide a high level of service in a positive and productive manner;
- Strong communication and decision-making skills;
- Must work well in a team environment;
- Have strong time management skills and the ability to prioritize needs;
- Adaptive and flexible;
- Be a creative and innovative thinker with the ability to solve complex problems;
- Be accountable and dependable;
- Strong Computer skills, proficient in MS Office applications, particularly Word, Excel, PowerPoint, and Outlook;
- Ability to enforce policies, rules and regulations;

Working Conditions

- Moderate level of physical effort required; occasional requirement to lift up to 50 lb;
- A moderate level of manual dexterity for keyboarding. Moderate to high level of mental effort in reading, organizing, creating written documentation, scheduling and reporting, as well as handling repetitive tasks amid distractions and interruptions;
- Variety and pace of tasks adds to mental effort to remain engaged, positive and supportive;
- Criminal Record Check clearance is a condition of initial and ongoing employment;
- Fast-paced environment operates 7 days a week. Regular day and afternoon shifts of irregular and varying duration, including weekends, are scheduled on a regular rotational and relief basis;
- Works in a modern office environment in a professional role where the responsibilities provide for a high degree of self-direction in setting work priorities;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, **no later than at noon on Wednesday April 17th, 2019.**

Fax (250) 743-8446 | hr@brentwood.bc.ca

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While we thank all applicants for their interest in this opportunity, we will only be in direct contact with those who are selected for an interview.