

Position description.

Position title	<ul style="list-style-type: none"> • Driver
Hours of work	<ul style="list-style-type: none"> • Part time
Purpose of position	<ul style="list-style-type: none"> • As a transport driver you will play a vital role in providing pick up and drop offs to participants, operational support to a dynamic, high performing and growing team. No day is the same and responsibilities span the breadth of front of house, Transport, marketing support and continuous improvement.
Accountabilities	<ul style="list-style-type: none"> • Schedule bookings, manage calendars and handle correspondence. • Contribute to excellence in customer service. • Manage requests from internals and externals to utilize the company vehicle. • Assist the participants with all relevant commuting and transport recommendation. • Transport clients in wheelchairs • Maintain vehicles, including washing and vacuuming
Reports to	<ul style="list-style-type: none"> • Director(s)
Key capabilities (essential)	<ul style="list-style-type: none"> • Recent success in similar role within a dynamic environment • Current National Police Check • Current NDIS Screening Check • Current Working with Children Card • Current TMR Driver Authority card inc. current medical • TLIC0026 - Provide wheelchair accessible taxi services to passengers with disabilities • Ability to use Microsoft Office suite of programs and other office management software. • Current unrestricted QLD Driver's License. • Excellent presentation.
Key capabilities (desirable)	<ul style="list-style-type: none"> • Disability sector experience and tertiary qualifications will be highly regarded. • Knowledge of NDIS. • Driver training / Passenger transport • First Aid and CPR