

**POSITION VACANT**

# ENGINEERING CLERK DURAL

ComfortDelGro Corporation Australia is the largest private bus operator in NSW. Our subsidiaries, Qcity, Hillsbus, Hunter Valley Buses and Blue Mountains Transit, provide passenger transport services to Queanbeyan and Canberra, Sydney's North West, Hunter Valley and Blue Mountains regions. We are part of an international company with an impressive global footprint and a reputation for providing a safe and reliable public transport network that meets customer and community needs.

### *The Role:*

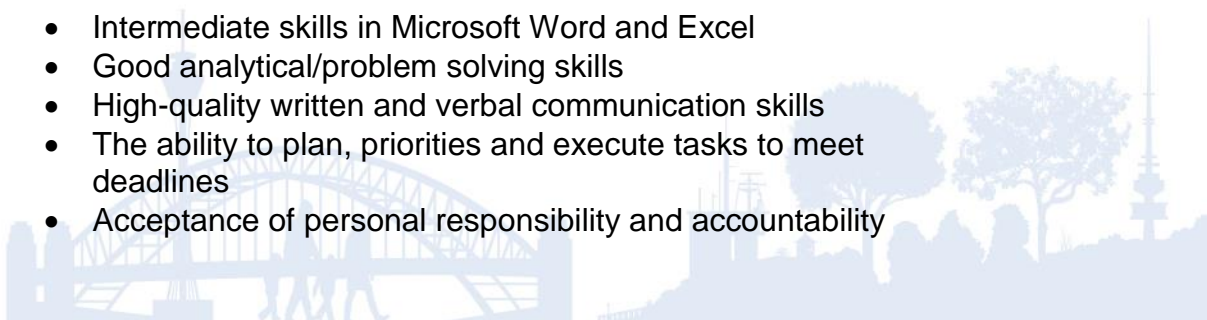
We are seeking an experienced Engineering Clerk to ensure the clerical support for our Engineering Services Department. Reporting to the Workshop Supervisor, the role requires you to apply your knowledge and expertise to provide administrative support in the recording and filing of data and reports.

### *Key Responsibilities:*

- Collecting, collating and entering data
- Assisting with the management of our fleet of vehicles
- Requests for quotes and purchase orders
- Parts pricing inquiries
- Preparation of reports General clerical, logistical and administrative duties

### *Skills, attributes and experience which are essential to succeed in this role:*

- Intermediate skills in Microsoft Word and Excel
- Good analytical/problem solving skills
- High-quality written and verbal communication skills
- The ability to plan, priorities and execute tasks to meet deadlines
- Acceptance of personal responsibility and accountability



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- An understanding of the workings of an automotive workshop and/or the bus industry/transport would be an advantage
- Demonstrable experience in ERB software such as Microsoft AX or SAP is a strong advantage
- Ability to work with minimum supervision in a changing, fast paced and challenging environment.
- Ability to adhere to company regulations and guidelines.
- A pragmatic, professional and energetic approach to 'getting things done' with a high level of independence and autonomy.

The role represents an opportunity to become a fundamental member of ComfortDelGro Corporation Australia's Engineering Team.

*Are you interested?*

*Please apply online or email your cover letter and resume to [jobs@cdcbus.com.au](mailto:jobs@cdcbus.com.au) by Friday 15<sup>th</sup> September 2017.*

