



Transportation Coordinator

Kelowna, BC

Status: Permanent Full time

Remuneration: Competitive salary (based on experience) + Extended Health and Dental Benefits

Summary

As Transportation Coordinator, you will be primarily responsible for the fleet maintenance and Class 1 fleet scheduling for the SW/Showtime corporate, and interior BC regions. You are to work in conjunction with SW/Showtime operations department and the interior regional manager.

Primary Responsibilities:

- Coordinate and schedule all class 1 trucking requirements corporately and in the interior BC region
- Maintain sufficient class 1 staffing for corporate and interior requirements
- Monitor and approve hours for interior and corporate class 1 drivers
- Monitor the repairs and maintenance for the corporate and interior SW/Showtime fleet of vehicles including 53' trailers, forklifts, and mobile stage units for region
- Monitor the interior trucking schedule to identify inefficiencies
- Book interior and corporate vehicle rental trucks and trailers
- Arrange temporary out of province permits and insurance
- Create and develop relationships with mechanical suppliers in all regions
- Ensure interior and corporate fleet vehicles meet CVSE requirements and that all licensing and inspections are kept current
- Keep detailed records of interior and corporate maintenance procedures and costs
- Continue to deliver driver training program and driver training updates to interior and corporate staff including the following tasks
 - Evaluate drivers' skill levels and approve or disapprove for specific vehicle classes
 - Administer and conduct Driver Training when required
 - Maintain records of which staff are up to date with this training and communicate this to schedule staff

Secondary Job Responsibilities:

- Advise regional managers when required on all matters related to transportation and drivers
- Monitor service records in other regions
- Driving interior and corporate vehicles as required
- Perform other duties as assigned and deemed necessary

Qualifications:

- Valid BC Class 1 Driver's License
- Experience in driving fleet trucks
- Knowledge of CVSE requirements, fleet maintenance and repairs
- Experience and ability to perform handyman and building work
- Ability to multi-task and manage time effectively
- Creative, extremely detail oriented and organized
- Excellent strategic, planning and implementation skills
- Ability to work in fast paced environment
- Excellent communication skills
- Physically fit

To Apply:

Please forward your resume and driver's abstract to careers@sw-online.com. We thank all applicants for their interest; however, only shortlisted candidates will be contacted.



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