

Position	Service Delivery Co-ordinator
Description	<p>There are two posts for Service Delivery Co-ordinators based at Canary Wharf. One post involves an early start the other a late finish.</p> <p>Reporting to the Operations Manager, the role involves taking bookings from customers, allocating the bookings, to Service Providers, and following up to ensure that vehicles arrive on time, and journeys are properly completed, and the appropriate charges and payments are made.</p> <p>The role is new and there will be modifications of the job to suit the requirements of the business as the service develops.</p>
Skills required	<p>Candidates should possess the following attributes;</p> <ul style="list-style-type: none"> ▪ Well organised with the ability to deal with several tasks simultaneously in a busy environment. ▪ Strong sense of personal responsibility for the outcome of their work. ▪ Confident communicators able to communicate with a variety of different types of people in a variety of roles. ▪ Strong customers service skills which include good telephone skills, and experience with service recovery within tight deadlines. ▪ Numerate and literate with experience of accurate data entry and record keeping. ▪ Good levels of computer literacy. ▪ For the early start some experience of journey scheduling or experience outside transport involving scheduling would be useful.
Hours	Monday to Friday, 05:00 hrs. to 14:00 hrs. (job starting in late June), and Monday to Friday 14:00 hrs. to 22:30 hrs (job starting late July).
Salary	Early finish circa £21k, late finish £19k per annum
Replies to:	With a CV and covering letter to Jacqui Reed at info@comcab.co.uk , or City Fleet Networks, 5 th Floor, Hygeia, 66-68 College Road, Harrow, HA1 1BE. Tel no 0207 908 0378
Replies by (date):	Friday 12 th June 12:00hrs.

Positive about disability: The Company will guarantee to interview any disabled candidate who meets the minimum requirements. Where the minimum requirements are not specified in this job advert they may be obtained from HR.