

The International School of Zug and Luzern (ISZL) is a large non-profit, independent co-educational day school from Pre-School to Grade 12. ISZL serves over 1'200 students from 57 different nationalities. 330 staff members serve the international community of Central Switzerland on two campuses.

To support our Operations Team on our Zug Campus we are looking for:

Transportation Fleet Assistant (30%)

Are you looking for a new challenge? Are you ready to help us make the world - or a corner of it - a better, kinder place? If so, we may have an interesting position for you. Our fleet, composed of 35 vehicles, operates daily and transports over 500 students across 20 routes serving 200 stops.

Your key responsibilities:

- To liaise with and assist the Transportation Team with all fleet-related matters
- To troubleshoot by analysing faults and arranging for repairs to be performed, in consultation with the Transportation Team, including various service partners and garages
- To provide cover for absence within the Transportation Team
- To assist with the movement of the fleet, as required
- Be the point of contact for drivers' concerns, vehicle damages and documentation
- To ensure vehicle preparation is conducted and drivers are assisted
- To assist with and maintain the transportation inventory
- To support bus drivers experiencing technical problems, more specifically with Apple software and ios updates
- To ensure the efficient use of the equipment by communication with the bus drivers
- To ensure all associated Provatis equipment are removed from the bus, prior to decommission
- To ensure all buses are correctly parked, prior to afternoon departures
- To report any broken or damaged fleet equipment, in consultation with the Transportation Team
- To assist in delivering training for bus drivers
- To liaise with ISZL's nurses with medical concerns

Your background:

- You possess an appropriate Swiss bus driver license
- You have the ability to deliver audiovisual presentations
- You have good verbal and written communication skills in the English language (German is an added value)
- You possess the ability to communicate well with students, staff and parents
- You present a positive attitude and strong interpersonal skills
- You are a committed team player with the ability to take initiative
- You have the ability to establish trust and be flexible
- You present strong organisational and time management abilities
- You are an experience working with computers
- You possess outstanding work ethic, including a willingness to work flexibly when required
- You are reliable, resilient, with a 'can-do' attitude

What we offer? A small and motivated Operations Team, attractive employment conditions and an environment which is characterized by commitment, respect and friendliness.

If you fit this profile, we look forward to receiving your application. Please send your application documents to Veronique Tremblay, Human Resources at employment@iszl.ch.

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