



POSITION: Transportation Coordinator
CAMPUS/DIVISION: Cilandak/Transportation Office
REPORTS TO: Transportation Manager
JOB OPENING: 29 March – 28 April 2023

PURPOSE:

Under the supervision of the Transportation Manager, the Transportation Coordinator will be responsible for arranging and providing a safe and efficient student bus service at Cilandak Campus for all High School (HS) and Middle School (MS) Bus Riders.

QUALIFICATIONS AND EXPERIENCES

1. Indonesian citizen
2. Minimum Bachelor's degree with a minimum of 3-5 years of experience in the related field
3. Ability to communicate effectively in English and Indonesian
4. Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint), PowerSchool, Macintosh Computer, and the Google Suite.
5. Successful experience in collaborating with others, working in teams, and liaising with other departments
6. Proven ability to have strong public relation skills, self-motivating, problem-solving skills essentials, and intercultural communication skills
7. Good interpersonal skills, mature, patient, and calm in under pressure, and having a customer relation background is preferable.
8. Ability to perform the duties with speed and accuracy
9. Willing to work overtime hours to meet deadlines
10. Demonstrated ability to identify, manage and initiate projects without direct supervision
11. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Handles all matters related to student's transportation services including regular AM-PM bus services, student late bus services, registration, routing test, routing, seating plans, and scheduling, sending notification letters, receive daily request, do daily monitoring, receive feedback, and do yearly surveys.
2. Cooperates with Risk Management Office in making the bus parking plan and bus traffic flow.
3. Collects, records and deliver all lost and found items from the student bus to Risk Management Office
4. Prepares a monthly report of student bus operational performance.
5. Maintains of student bus riders' data in the PowerSchool system, including regular and after school activity transportation schedule, addresses, attendance, and monthly evaluation.
6. Ensures bus safety procedures including handle annual drills with all bus driver
7. Making sure all parent's inquiries and concerns are resolved in a timely manner
8. Cooperate with the Associate Principal and Registrar in each campus regarding arrival and departure of Bus Services and school's schedule.
9. Give inputs to Transportation Manager regarding operational system to make it more effective and efficient.
10. Act as back up for other Transportation Coordinators, when required.



11. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
12. Performs other related duties and assuming other responsibilities as assigned by the Transportation Manager, including, and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS

TO APPLY

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to recruitment@jisedu.or.id.