

Transport Manager 车队经理

Job Description:

1. Manage all guest transfers for both properties including the bus shuttle
2. Ensure that all vehicles transporting guests are up to the required standard
3. Coordinate on all staff transfers for both properties including bus shuttles
4. Oversee all golf carts and company vehicles at both properties (including liaising with golf cart supplier on repairs and maintenance)
5. Be a point of contact for guests / visitors who get lost and need directions
6. Effectively manage and control the transport expenses, charges, etc.
7. Familiar with local transportation relevant affairs, e.g. cart supplier, local authorities ect

Qualifications Required:

- Computer literate and comfortable compiling reports and tracking spreadsheets
- Bilingual in Mandarin and English
- Experienced in managing vehicle fleets, rental car fleets, transport divisions, hotel transfers, etc.
- Good communication skills.
- Good organization skills.