

## **Fleet and Facilities Officer**

**Melbourne CBD – Full time, Ongoing**

***Work within a small, busy team to provide high level support to the Facilities Management function at VCAT***

### **The Role:**

The Facilities Management Team at VCAT is responsible for the day-to-day management of all facilities related functions at our 55 King Street location. Reporting to the Facilities Coordinator, the Fleet and Facilities Officer is responsible for all fleet and vehicle related tasks including monitoring pool cars and car parking, and arranging servicing and repairs.

Additionally, the Fleet and Facilities Officer assists the team in all areas of facilities management as required, carrying out ad-hoc tasks and addressing facilities management issues as they arise.

### **What you need to have:**

We are looking for someone that can manage multiple competing priorities, comfortably engages with a range of high-level stakeholders and loves a job where every day is different! To ensure you are set up for success in this role you will also have:

- Previous experience in a fleet and facilities role
- Demonstrated ability to build and maintain strong relationships with a variety of internal and external stakeholders
- Excellent communication skills across various modes of communication
- A sound business sense
- A willingness to get involved and be part of the team

### **What we can offer you:**

This is an exciting time to be a part of VCAT! We support our people to do their best work by offering continuous professional development, flexibility to maintain a great work-life balance and opportunities for personal growth and career development.

**For further information on this position and to submit your application, please visit [careers.vic.gov.au](http://careers.vic.gov.au) by 1 August 2018**