



HENGYI INDUSTRIES SDN BHD

*Excellence in **developing Petrochemicals**;
through pursuing Innovation and Business sustainability*

1. Transportation Scheduler (1 post)

车辆调度 (1 人)

Department 部门:	CEO's Office 总经理办公室
Supervisor 直接上级:	Supervisor, Transportation Management 车辆主管
Work Schedules 工时制度:	Normal Working Hour 常白班

Roles and Responsibilities:

岗位职责:

- Responsible for the operation and scheduling of the company's vehicles, and rationally dispatch vehicles and drivers according to the company's car demand;
负责公司车辆的运行调度, 根据公司用车需求合理调度车辆和驾驶员;
- Reasonable arrangement, timely adjustment of the commuter car departure plan, to ensure that commuter cars are timely, on time, meet the needs;
合理编排、及时调整通勤车发车计划, 保证通勤车及时、准点、满足需要;
- Responsible for the driver's duty schedule and attendance statistics;
负责驾驶员的值班编排和考勤统计;
- Responsible for the management of vehicle passes and refuelling bills;
负责车辆通行证件、加油票据的管理;
- Responsible for timely handling and resolving problems in the car according to the requirements of the supervisor;
负责按主管要求及时处理和解决用车中出现的问题;
- Complete other miscellaneous tasks assigned by line manager;
按时完成上级布置的其它工作任务;

Requirements:

岗位要求:

Priority will be given to candidates who meets the following criteria:

符合以下条件的候选人将被优先考虑:

- Possess a Diploma or above qualification;
大学专科及以上学历;
- With 4 years and above related work experience;
4 年及以上相关工作经验;

- Familiar with Brunei traffic regulations and company vehicle management regulations, with vehicle scheduling management capabilities;
熟悉文莱交通法规及公司车辆管理规定，具备车辆调度管理能力;
- Strong team management ability, organizational coordination ability, communication ability and professional problem judgment and disposal ability;
较强的团队管理能力、组织协调能力、沟通能力和专业问题的判断、处置能力;
- Good health, able to withstand certain work pressures; good professionalism and service awareness; unite colleagues, obey work arrangements;
身体健康，能承受一定的工作压力；具备良好的职业素养和服务意识；团结同事，服从工作安排;
- Able to speak in English and simple Chinese;
一定的英语和简单的中文表达能力;