

Position Description



Powering a
Bright Future

Fleet Support Officer

Finance and Regulation

Supply Chain

Objectives

- To provide exceptional customer service in the delivery of fleet services to internal and external stakeholders.
- Deliver accurate, efficient, professional, and confidential administrative support, reporting and analysis to the fleet team
- Create, maintain and continuously improve documentation of required processes and procedures
- Provide backup support to the Facilities Support Officer (in times of absence and high workload)

Role Specific Accountabilities

- Preparation and maintaining of fleet data for regular reporting and analysis
- Receipting of invoices, creation of purchase orders, regular review of open orders and outstanding invoices with high volume and accuracy
- Monitor, action and triage tasks in the fleet inbox, ensuring all tasks are followed up
- Ensure all Fleet records are stored appropriately and accurately in SharePoint
- Develop, review and update fleet related documents in TasNetworks Template format in conjunction with the fleet team
- Ensure relationships with stakeholders are developed and enhanced through effective service delivery processes
- Create and Maintain accurate fleet asset master data
- Any other duty or task as reasonably and lawfully directed by TasNetworks

TasNetworks and **you.**

To be successful in this role

- Demonstrated relevant experience in a similar role, providing support to multiple stakeholders
- Exceptional customer service skills with a positive and proactive mindset
- Competent in the use of relevant software applications including Microsoft 365 Suite, Teams, SharePoint, and SAP
- Current Australian Drivers' Licence
- Ability to coordinate and manage competing priorities in a high paced and dynamic environment
- Strong written and verbal communication skills
- Strong interpersonal skills with a demonstrated constructive approach to working as part of a team
- Attention to detail with proven track record of delivering repetitive tasks to a high degree of accuracy
- Ability to perform under pressure as part of a team and independently

Compliance Requirements

- A satisfactory National Police Record check to confirm eligibility for the role.

Reports to:

Fleet Leader

Direct reports:

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Approved:

August 2026

Our behaviours **be curious** **be brave** own it

