



JOB TITLE: Scheduler

Job Information

- **Industry IT Services**
- **Work Experience 1-3 years**
- **City Dar es Salaam**
- **State/Province Dar es Salaam**
- **Country Tanzania**
- **Zip/Postal Code 14112**

Job Description

Job Summary

Are you a reliable, well-organised and service orientated individual? Do you have the ability to work under pressure whilst maintaining quality in a dynamic environment?

We're a world-leading fleet tracking and management company with over 1,750,000 subscribers across 23 countries. We are looking to recruit a Scheduling Officer to join our team at Dar es Salaam- Tanzania. Our teams are collaborative, vibrant and fast-growing, and all team members are empowered with the freedom to influence our business with ideas that drive innovation and efficiency.

Responsibilities;

- Schedule technicians to fit new units, perform de-installations and re-installations and other option changes
- Interact with customers in line with Cartrack's customer service procedures
- Perform a liaison function between the fitment technicians and customers
- Ensure that job requirements are executed in line with quality assurance standard

Requirements

- Diploma/Bachelor degree holder
- Applied Excel and General Computer Skills
- Strong Planning and Organising Skills
- Customer Services Orientated
- Strong Communication Skills
- Call Centre Experience
- Previous experiencing a in vehicle tracking environment (advantageous)

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