

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Transportation Support
LOCATION: Magnolia SCAT
HOURS: 8:00am – 5:00pm
FULL-TIME: X **PART-TIME:**
VACANCY NOTICE: 05/15/19
APPLICATION DEADLINE: Open until filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$ 11.11 per hour

JOB DUTIES:

Answer telephone, greet customers, route calls as appropriate and provide information to clients and staff.

Schedule customer transportation

Assist with daily schedule of driver transportation manifests

Dispatch & coordinate driver information according to customer trips

Compile and reconciliation of reports

Monitor inspection sheets daily

Filing

Data Entry

Other duties as assigned

EDUCATION REQUIREMENTS: One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Excellent customer service, computer, typing, phone and organizational skills required. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. Supervisory experience a plus.

OTHER REQUIREMENTS: Criminal Background Check and Pre-Employment & random drug/alcohol testing (DOT regulations). Frequently must lift and/or move up to 25 pounds.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121