**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: Transportation Support**

**LOCATION: Malvern Operations**

**HOURS: 8:00am – 5:00pm**

**FULL-TIME: X**

**Vacancy Notice: 11/3/20**

**APPLICATION DEADLINE: Open until filled**

**DATE POSITION TO BE FILLED: As Soon As Possible**

**SALARY: $ 12.45 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**](http://www.cadc.com/) **or for more information call 501-315-1121**