

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** Transportation Support

**LOCATION:** Texarkana SCAT

**HOURS:** Up to 29 Hours per Week

**FULL-TIME:** X

**PART-TIME:**

**APPLICATION DEADLINE:** Open until filled

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

**SALARY:** \$ 10.50 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.

**DATE OF NOTICE:** 05/18/18

**Remove after:** 05/28/18

**“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