



Tri-CAP's Transit Connection provides safe, dependable, affordable and courteous transportation services for the general public in rural Benton, Mille Lacs, Morrison, Sherburne, and Stearns Counties.

## **Relief Scheduling/Dispatch Coordinator Wanted**

We are looking for an enthusiastic and caring individual who is committed to excellent customer service, teamwork and can manage a hectic workload with a calm demeanor and positive attitude. Primary responsibilities for this position located in our Waite Park office include:

- \*Coverage for various schedules to fill in for Dispatch staff
- \*Answer incoming calls from customers
- \*Schedule and code rides using navigation software
- \*Communicate trip assignments using technology, monitor routes and work with drivers to improve efficiencies and customer service
- \*Complete data reporting for rides and billing requirements
- \***Starting wage is \$14.79 per hour- schedule will vary, up to 30 hours per week**



## **Qualifications**

- \*Associate's degree in business and three years of relevant administrative experience, or a combination of five years education/experience
- \*Excellent verbal communication skills and customer service skills
- \*Highly proficient with Windows office products
- \*Ability to maintain concentration in a multi-person office setting with frequent interruptions
- \*Familiar with navigation/mapping technology, preferred
- \*Experience in scheduling/dispatch, preferred
- \*Highly organized, attention to detail, analytical thinking skills
- \**Must have availability Monday-Saturday and 6am-6pm*

## **For application materials contact:**

Go to our website: [www.tricap.org](http://www.tricap.org) and complete/submit the online application materials or email [hr@tricap.org](mailto:hr@tricap.org) to request the application. You can also apply in person at our office. Applications are due by Friday, January 11, 2019.

*The mission of Tri-CAP is to expand opportunities for the economic and social well-being of our residents and the development of our communities.*