



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 and complete/submit the online application materials or email hr@tricap.org to request the application. You can also apply in person at our office. Applications accepted until filled.

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.