



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

Full-time Administrative Coordinator Wanted

We are looking for a compassionate, enthusiastic, and organized person to provide high quality project management and team support for our public transit system.

Primary responsibilities of this **full-time, hybrid** position will include:

- *Provide primary administrative support to the Director of Public Transit Operations including but not limited to scheduling, clerical support and other duties as assigned.
- *Develop, oversee and monitor a department wide clerical work order system to assure proper creation of forms, reports, and other material.
- *Assist in development of program-wide policies and procedures. Coordinate supply ordering, inventory tracking, etc.
- *Assist with development of department safety programs and staff training. Maintain staff training records, qualifications, required documentation. Communicate with drivers as necessary to update qualifications.
- *Manage department projects and shared drive materials - training manuals, inventory of equipment/uniforms, filing, website updates, etc.
- *Oversee processing of vouchers, token sales, receipt, counting and reconciliation and ordering.
- *Assist with management of the FTA drug and alcohol program.
- *Produce program specific data and management reports for Transportation Director for grant reporting, monitoring visits, audits, etc.
- *Train employees in use of office equipment and assist employees with equipment as needed.

Wage range is \$21.67-\$26.01 per hour and includes a comprehensive benefits package, including paid holidays, paid personal days, PTO, health/dental/life insurance, employee assistance and 403b retirement savings match.

Qualifications:

- *Combination five years' education/experience in Office Administration/administrative support.
- *Advanced skill level with MS Office products. (Word, Excel, Teams, Outlook, PowerPoint, etc.) and a high level of clerical office skills. IT skills for virtual meeting support.
- *Strong written and verbal communication skills.
- *Ability to work well in a team setting as well as individually, with very little supervision.
- *Must be able to work with and maintain confidential information.
- *Ability to operate standard office machines as required, multi-function copiers, scanning, etc.
- *Valid driver's license and ability to travel within the agency service area.

To apply:

Applications can be submitted online through our website: www.tricap.org OR you can contact us for application materials by phone: 320-251-1612 or email: hr@tricap.org. Submit application and resume by 4:30pm on Tuesday, May 21, 2024.