



**“Community Transportation for Everyone”**

## **Dispatcher**

Responsibilities:

- Match client transportation requests with available vehicles and volunteers
- Providing information on STSI services
- Accurately input all client and trip data into computer system
- Keep client and trip data up-dated as changes occur and track on-going clients
- Respond to telephone requests for future transportation needs, verify rider eligibility and maintain schedule on routine on-going rides
- Maintain and update essential data and files on clients as required by grant, organization and specific program mandates
- Assist with incoming mail, mailings and/or outgoing mail preparation as needed
- General office filing and purging of records for storage as directed
- Other responsibilities and duties as assigned

Position Requires:

- Strong customer service skills and experience
- Good oral and written communication skills
- Ability to maintain a high level of confidentiality
- Ability to work independently and as a team
- Ability to maintain a positive attitude
- Ability to learn new software
- A high level of professionalism
- Strong attention to detail
- Sense of humor a plus

**Competitive salary and excellent benefits. Good working environment.**

**Employment contingent upon passing required background checks and pre-employment drug testing.**

**Please submit resume via email to: [gina@stagecoach-rides.org](mailto:gina@stagecoach-rides.org)**

**Application Deadline April 28, 2017**