

Dispatch/Trip Scheduler Full-Time

HIRTA is an EEO, where we value diversity and strive to expand representation at all levels in our workforce.

We are looking the right person to provide public transit and paratransit dispatching and scheduling trips for seniors, disabled individuals and the general public. Create, maintain and monitor computerized daily manifests/schedules; Monitor computer and two-way radio; Schedule trips via phone/email; provide a variety of public transit information to customers, the general public and other public agencies.

We are an agency that focuses on providing a quality service to help people remain independent, in the most efficient, safe manner possible. Therefore, we need someone who is able to learn our scheduling/dispatch software, has a great work ethic and enjoys providing quality customer service. We can teach the skills needed for the job, so if you feel you would be a good fit for our agency, please apply.

<https://hirta.ninjabig.com/jobs/dispatch--trip-scheduler/>

HIRTA provides a robust benefits plan, a small office environment with friendly supportive staff and encouraging, progressive leadership.

Pre-employment drug testing and national background check required at time of hire. For more information about HIRTA visit our website at www.ridehirta.com

Pay: \$15.00 per Hour