COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

Position: Office Associate/Dispatcher
Location: Warren County
Program: Transportation

Closes: Open Until Filled

Full-time position available with our Transportation Program in Bowling Green, Warren County. The position responsibilities will include: dispatching, taking ADA reservations, scheduling drivers; processing transportation route and operational data for input and retrieval; Perform clerical support duties including preparation of correspondence, reports, and other general office duties. Hours are 9:30am to 6:30pm Monday - Friday, and 6:30am to 3:30pm one Saturday a month.

Qualifications:
Minimum qualification for this position is a high school diploma (or GED), valid Kentucky Driver’s License; very proficient Microsoft office program skills, especially Word and Excel; excellent communication, organization and interpersonal skills with the ability to focus and remain courteous and professional in a fast-paced, interruptive environment. An Associate Degree in Office Management or closely related field is highly desirable. The qualified candidate will be a self-starter, demonstrate superior ability to perform all duties utilizing skills, knowledge, experience, education, sound judgment, personal initiative and confidentiality. Candidate must have excellent interpersonal skills with the ability to interface with all levels of personnel in a courteous and professional manner. This position requires a pre-employment drug screen.

Salary:
Minimum salary for this position will be $9.00 per hour.

Application Process:
For immediate consideration, you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below, or you may apply in person at the following Community Action locations:

921 Beauty Avenue
Bowling Green, KY 42101

304 E. 11th St
Bowling Green, KY 42101

E-mail: resume@casoky.org
www.casoky.org

Funding Source:
Go BG transit is a federally funded program through an annual grant from the Federal Transit Administration, with additional funding from the State of Kentucky, City of Bowling Green, and Warren County, Kentucky.

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

Posted: 9/24/2019