

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Transportation Support

LOCATION: Camden SCAT

HOURS: 40 Hours per Week

FULL-TIME: X

PART-TIME:

APPLICATION DEADLINE: Open until filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 10.00 per hour

JOB DUTIES:

Data Entry

Filing

Answering telephones

Compiling reports/scheduling & dispatching drivers

Other duties as assigned

EDUCATION REQUIREMENTS: One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience.

EXPERIENCE NEEDED: Excellent customer service, computer, typing, phone and organizational skills required.

OTHER REQUIREMENTS: Criminal Background Check and Pre-Employment & random drug/alcohol testing (DOT regulations). Frequently must lift and/or move up to 10 pounds.

DATE OF NOTICE: 01/20/12

Remove after: 01/30/12

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 888-404-7360