

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY**

**POSITION:** Transportation Support  
**LOCATION:** Malvern SCAT  
**HOURS:** 8:00am – 5:00pm - FULL-TIME  
**APPLICATION DEADLINE:** Open until filled  
**DATE POSITION TO BE FILLED:** As Soon As Possible  
**SALARY:** \$ 14.75 per hour

**JOB DUTIES:**

Answer telephone, greet customers, route calls as appropriate and provide information to clients and staff.

Schedule customer transportation

Assist with daily schedule of driver transportation manifests

Dispatch & coordinate driver information according to customer trips

Compile and reconciliation of reports

Monitor inspection sheets daily

Filing

Data Entry

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 preferred.

**EXPERIENCE NEEDED:** Excellent customer service, computer, typing, phone and organizational skills required. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. Supervisory experience a plus.

**OTHER REQUIREMENTS:** Criminal Background Check and Pre-Employment & random drug/alcohol testing (DOT regulations). Frequently must lift and/or move up to 25 pounds.

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121

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