



NOW HIRING

DISPATCHER

DEPARTMENT: Transit Systems
PAY RANGE: RH1/L1

HOURS PER WEEK: 40/hours – Full Year

POSITION DESCRIPTION

General Scope of Duties:

The **Dispatcher** is responsible for efficiently assigning trips to drivers and subcontracted companies, while maintaining excellent customer service with a positive attitude in Region 5, including appointment and data entry along with clerical functions.

General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least two years of related office experience.
- Strong communication skills.
- Must be flexible and able to work with multiple staff members.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook, and other specialized software specific to the position.
- Must be familiar with Region 5 area.
- Must be trained in Easy Rides software within 30 days of hire.

Education Requirements:

The following education requirements are considered essential:

- High School graduate or equivalent.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.