



Transportation Dispatcher

Citibus is seeking a qualified candidate to fill the position of a Transportation Dispatcher. Qualifications include a High School diploma or GED, must have be able to work in a fast paced environment, possess excellent written and verbal communication skills, have good computer and customer service skills, be able to load/unload freight up to 100 pounds, have or be able to obtain a Class B CDL with a Passenger endorsement and ability to work a flexible schedule that includes nights and weekends. Example of duties include:

- Dealing directly with customers/drivers either by telephone, electronically or in person
- Responding to inquiries from customers/drivers
- Keeping records of customer/driver interactions
- Coordinating radio communication between all fixed route and university service vehicles
- Sales of Citibus passes and Greyhound tickets
- Reconciling daily sales revenue

Citibus has an attractive benefits package with medical, dental and vision insurance, short-term disability and 401(k). Successful applicants must pass DOT Physical/Drug screen.

Download application at www.citibus.com. Submit applications in person at 801 Texas Avenue or e-mail to careers@citibus.com.

Citibus is an AA/Equal Opportunity/Disability/Veteran Employer.