

Tucson's paratransit agency since 1987!



Route Reservationist

OPENING DATE:	Open until filled
CLOSING DATE:	Open until filled
SALARY:	\$18.91 per hour

QUALIFICATIONS:

The ability to make decisions with minimal supervision, type accurately, possess excellent knowledge of the city, have good communications skills, have the ability to hear and speak clearly using the telephone, have the ability and knowledge to use a computer. Bilingual (English and Spanish) required.

INFORMATION:

Responsible for taking reservations via telephone, accurately entering reservation data in computer, schedules reservations at point of call via computer, assists with data entry, (productivity and on time performance). The Reservations Department is open 7 days per week from 7 AM – 5 PM. This position covers weekends.

BENEFITS:

Medical, dental, short/long term disability and Life Insurance; 401K retirement plan; paid vacation/sick/holidays.

TO APPLY:

Applications and/or resumes are accepted at Sun Van, 3401 E. Ajo Way, Tucson AZ, 85713, from 8:00 a.m. to 4:00 p.m. Monday through Friday, or e-mail it to SunVan_HR@tucsonaz.gov. No phone calls please.

If selected for a position, Sun Van requires a background investigation in all federal, state, county and city justice courts, a pre-employment drug screen and a pre-employment DOT physical. We are an Equal Opportunity/Reasonable Accommodation Employer.

