



**AROOSTOOK REGIONAL
TRANSPORTATION SYSTEM, INC.**

PO. BOX 552
PRESQUE ISLE, ME 04769
TELEPHONE:
207-764-1290
FAX: 207-764-5579

EMPLOYMENT OPPORTUNITY

TRIP MOBILITY DISPATCHER

The Aroostook Regional Transportation System, Inc. has an opening in the Presque Isle office for a Trip Mobility Dispatcher. This position will be working in a very busy office taking and scheduling reservations for people using the bus system, along with dispatching trips to drivers by two-way radio. Applicants must have above average customer service and communication skills using proper telephone and two-way radio techniques. Applicants must also be familiar with the geography of Aroostook County, be capable of using standard office equipment with an accurate typing speed of 45 words per minute. Experience of record keeping and Microsoft Office software is also required. This is a forty (40) hours per week position. Working hours are 8 hours per day Monday through Friday.

An extensive background check will be completed on the selected applicants and the selected applicants must meet the requirements of the Immigration Reform and Control Act of 1986.

The selected applicants must be willing to submit to a pre-employment Drug Test. ARTS participates in the Federal Transit Drug and Alcohol Testing Program.

ARTS offers vacation and sick time, holiday leave, and an excellent fringe benefits package that includes a company paid single plan for health insurance.

Application forms may be picked up at the Aroostook Regional Transportation System office at 24 Houlton Road in Presque Isle or by calling 764-1290 between 8:30 a.m. to 5:00 p.m., Monday through Friday. You can also download the application from our website: aroostooktransportation.org.

Applications will be accepted until the appropriate applicants are selected.

ARTS IS AN EQUAL OPPORTUNITY EMPLOYER