

ACCEPTING RESUMES

Position:	<p>Transportation Assistant OhioMeansJobs Post #259770484</p>
Job Description:	<p>Country Neighbor is Hiring a Transportation Assistant</p> <p>Transportation Assistant will work with the Transportation Supervisor to coordinate the movement of Ashtabula and Trumbull County individuals to medical appointments, nutrition sites, dialysis appointments, agency visits, etc. utilizing vehicles and resources as identified in the network.</p> <p>\$14-\$15 Per Hour</p>
Desired Skills:	<p>Experience in an office setting providing administrative support. Excellent customer service. Detail oriented with strong organizational skills. Professional verbal and written communication skills. Solid computer skills, including Microsoft Office and Excel. Scheduling drivers and vehicles for transportation requests. Tracking drivers along routes. Work with medical facilities and individuals to reschedule appointments, as necessary. Complete data and reporting. Process various forms and reports. Maintain confidential information. Ensure compliance with all federal, state, and local regulations. Maintain and ensure safety of all vehicles by scheduling timely maintenance. Attend meetings and trainings, as requested.</p>
How to apply:	<p>Interested applicants may apply in person or by mail:</p> <p>Country Neighbor Program 39 South Maple Orwell, Ohio 44076</p>
<p>OPEN DATE 7/11/2023</p> <p>CLOSE DATE 8/1/2023</p>	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p>Like us on Facebook Follow us on Twitter</p>