

Mountain Community Transit in McCall is growing and expanding. We are accepting applications for an Administrative Clerk who performs a variety of clerical, recordkeeping, and customer service tasks to assist with the smooth operation of the organization.

The hourly wage is \$18.00 to \$22.00 per hour, DOE, as a part-time employee. Applicants must be available to work Monday through Friday from 1:30 pm to 6:30 pm. Please review the qualifications below for this position.

Duties/Responsibilities:

- Greets and directs clients and visitors.
- Answers phone calls and emails.
- Maintains filing systems as assigned.
- Copies, collates, and otherwise prepares reports for mailings, meetings, and other correspondence.
- Attends community fairs and staffs the company booth.
- Assists with various company communications which may include print media, direct mail, and other multimedia.
- Procures and purchases office supplies and cleaning supplies as necessary.
- Ensures that bus drivers receive needed information in a timely and concise manner (route deviations using the current dispatch software).
- Preparing driver timesheets daily and reporting to management for review

Required Skills/Abilities:

- Ability to greet visitors, clients, and colleagues in a friendly and courteous manner.
- Proficient in Microsoft Office Suite or similar software.
- Basic understanding of office equipment.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently and identify and solve problems.
- Ability to organize and prioritize work with an attention to detail.
- Excellent verbal and written communication skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to learn multiple bus services/routes

Education and Experience:

- High school diploma or GED required.
- Associate's degree in related field or three years of experience in an administrative role.

All employment offers are contingent upon successful completion of a pre-employment drug test and a criminal background check. Treasure Valley Transit, Inc., is an equal opportunity employer. Qualified applicants will not be discriminated against in regard to race, color, religion, sex, national origin, age, marital status, non-job related disability, gender identity, sexual orientation, or any other protected group status.