



KVCAP has an exciting opportunity in our Transportation Department for a **Customer Service Representative at our Skowhegan location**. This will be a 25 hour/week, part time position.

Responsibilities:

- Greet clients and visitors to the Transportation Program.
- Assist clients with the application process and answer any questions they may have.
- Provide clerical support.
- Answer incoming calls in a professional manner.
- Communicate with drivers over a two-way radio and/or cell phone.
- Assist the Fleet Operations Supervisor as needed.

Requirements:

- One year related experience.
- General office knowledge to include typing and filing.
- Data entry experience.
- Pleasant telephone skills.
- Ability to multi task in a fast paced environment.
- Familiarity with Somerset, Kennebec and surrounding areas a plus.
- Position is subject to Federal Transit Administration drug and alcohol testing requirements.
- Ability to pass a State Bureau of Investigation, Department of Health and Human Services, Fraud and Sex Offender Registry background checks. Proof of Covid-19 vaccination required.

Benefits:

- Generous bi-weekly accrual of Paid Time Off
- Paid Holidays
- 403(b) with employer contribution
- Choices of Health, Dental, Vision, and Disability Insurance
- Starting pay is \$14.25/hour

Applications accepted until suitable candidate is found. Interested applicants please send cover letter and resume to:

Human Resources
Kennebec Valley Community Action Program
101 Water St.
Waterville, ME 04901
Email: roakes@kvcap.org

Equal Opportunity Employer