



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Dispatcher/Office Associate	Central Office	Transportation

Closes: Open Until Filled

Full-time position available with our Transportation Program at our Central Office in Warren County. The position responsibilities will include preparation of correspondence, reports, and other general office duties. An alternative work schedule may be required.

Qualifications:

Minimum qualification for this position is a high school diploma (or GED), valid Kentucky Driver's License and experience with Microsoft office programs. An Associate Degree in Office Management or closely related field is highly desirable. The qualified candidate will be a self-starter, demonstrate the ability to perform all duties utilizing sound judgement, personal initiative and confidentiality. Candidate must have excellent interpersonal skills with the ability to interface with all levels of personnel in a courteous and professional manner. This position requires a pre-employment drug screen.

Salary:

Minimum salary for this position will be \$9.00 per hour.

Application Process:

For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue
PO Box 90014
Bowling Green, KY 42102

171 Center Street
Bowling Green, KY 42101

200 East 4th Street
Bowling Green, KY 42101

E-mail: aroy@casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

Posted: 06/09/2011