



NOTICE OF OPEN POSITION

DATE POSTED: May 10, 2012

Position End Date: OPEN UNTIL FILLED

POSITION TO BE FILLED: RESERVATION SPECIALIST

DEPARTMENT: MARKETING / TRANSPORTATION

PART-TIME: X

PAY RANGE: TO BE DETERMINED

POSITION SUMMARY:

Responsible for handling all off-site transportation; this includes booking reservations, paying carrier invoices, recording budget numbers and keeping track of all off-site bus and van reservations.

REQUIREMENTS:

- Must be able to work weekends
- Must have excellent verbal and written communication skills
- Must possess the ability to handle heavy phone calls
- Must have professional appearance
- Must have the ability to handle multiple tasks efficiently and effectively
- Computer knowledge and good record keeping skills required
- Possess a calm, collected and outgoing personality
- Must be able to lift 40 pounds and push or pull 100 pounds
- Must be able to obtain and maintain State/Tribal License (including extensive background check)
- Must pass pre-employment drug test
- Must be 21 or older

Native American Preference

Preference will be given to qualified applicants who are members of federally recognized Native America tribes. To be considered for Native American Preference, you must submit your Certificate of Indian Blood (CIB) or Tribal ID with your application