



### **Office Assistant \* Rolling V Bus Corp in South Fallsburg, NY**

**Overview:** Rolling V Bus Corp is seeking a Office Assistant in South Fallsburg, NY.

The Office Assistant will need to have diverse office/computer skills and transportation industry experience for handling the changing and growing administrative needs of Rolling V Bus Corp. and its long-term business strategy. Position requires providing for a safe, integrated, efficient and sustainable transportation service to passengers, their guardians and contract clients. Qualified individual must be able to meet company, industry and regulatory standards and training requirements. Individual shall possess good team-building skills and be a collaborative solution provider capable of uniting employees around common goals in an environment of trust and cooperation. CDL not required for this position, but preferred. Position requires route monitoring/driving as needed.

**Job Description:**

Assist the business and terminal manager in planning, organizing, and coordinating functions relating to the operation of the business.

Answering incoming calls and dispatching them accordingly

Processing incoming/outgoing mail

Filing

Maintaining clean & organized office space

Coordinates with different departments to achieve optimal work production across the board.

Perform other duties as assigned.

**Skills required to perform the job:**

Dependable

Good Judgement

Consistent

Responsible

**Qualifications**

Customer Service, Reporting Skills, Administrative Writing Skills, Microsoft Office Skills (Outlook, Word, Excel), Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal/Written Communication. CDL holder preferred, but not required.

**Requirements:**

Must pass a medical physical examination, a physical performance test and a Federal drug test (including marijuana) and if hired will be subject to random drug testing.

Reference Check

**Salary, Shift/hours, and Benefits:** \$16 Hourly, 40 hours a week, Mon-Fri, 11a 7p (subject to change based on company requirements)Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

**To apply** contact Paige Bakken by emailing resume to [pbakken@rollingv.com](mailto:pbakken@rollingv.com) or calling 845-434-0511