



Transport Dispatcher

Part time

Laois Offaly Local Link is the Transport Coordination Unit for Counties Laois and Offaly funded by the National Transport Authority and tasked with providing rural/community transport services. Applications are invited for the post of Transport Dispatcher.

The successful candidate will have a proven track record in dispatch, customer service and communications in a transport and customer focused environment. She/He will have good knowledge of reading and interpreting maps, scheduling effective journey routing and planning on a computerised system.

Primary duties and responsibilities:

- Promptly and professionally respond to passenger service requests and schedule the appropriate transport services
- Answer customer service telephone, provide general information and determine specific service needs
- Use a computerised scheduling system to input passenger and service information, to plot and design services based on passenger needs and comply with all relevant data protection policies.
- Assist the Manager with all elements of transport service delivery
- Communicate with transport providers/drivers to ensure that the services provided match what is required

The salary will be commensurate with experience and qualifications.

- Computer literacy essential
- Experience of working with community and voluntary organisations.

Applications via a covering letter and accompanying CV to be sent to the Secretary;

By email to: brian@laoistrip.ie

By Post to: The Secretary, Laois Offaly Local Link, County Hall, Portlaoise, Co. Laois.

Please mark your envelope "Confidential – Manager".

For the full Job Description / Person Specification or queries please contact Brian Bonham at brian@laoistrip.ie

The closing date for applications is 2pm, Friday 24th Aug 2015

Interviews will take place during the week 27th – 31st August 2015

Shortlisting of applicants may apply

Laois TRIP Ltd., t/a Laois Offaly Local Link, is an equal opportunities employer.