



Linking Seniors & Services since 1974

PAA is currently seeking a Transportation Scheduler responsible for performing technical work coordinating transportation services and related administrative work, as required, for the One-Call system in Greater Williamsburg.

Successful candidates will possess excellent written and verbal communication skills; experience in transportation operations and/or transportation scheduling; 5+ years' experience in customer service; ability to manage sensitive and confidential information with integrity; knowledge of the safe operation of passenger vehicles, the geographic area served, and traffic laws; ability to organize and complete multiple tasks; ability to establish effective working relationships within the organization, with community partners, and with the general public; extensive experience required in use of Microsoft Office products, especially MS Word and Excel.

Required Education: Graduation from high school or equivalent and extensive experience with Microsoft Word and Excel.

Individuals age 60+ and persons with disabilities encouraged to apply.

Full Time

Hourly Rate: \$12.15 – \$15.85 + benefits

Drug free workplace, Senior Friendly Workplace, AA/EOE

Please send resumes with three references to cfo@paainc.org.