

Transit Manager

Job Title: Transit Manager

JOB STATEMENT:

The Transit Manager function as central focal point of coordinating the activities of the office. The Transit Manager Reports to the off-site General Manager.

The Site Location will be specific but will vary depending on the Contract.

DUTIES:

- Make daily schedule for drivers
- Handle and manage complaints from both drivers and passengers
- Maintain Human Resource Files
- Handle all post-accident and incident situations
- Document all daily service operations including exceptions to normal service, safety incidents, customer service issues, and on-time performance.
- Report problems with any aspect of the service to the Operation Manager.
- Assist Operators with daily pull-out, and monitor timely departure from the lot.
- Data Input
- Normal Filing
- Answer Phones

Ideal Candidate:

- Will have a flexible work schedule
- Be a self-starter
- Have great communication skills
- Valid Driver's License
- Dependable Transportation
- Detailed Oriented

Necessary Skills

- MS Office 365
- Excel
- All other general Office Skills

MyCity Transportation
Shaker Heights, OH

MyCity Transportation is a premier provider of transportation services. We have more than 22 years of experience in the transportation field and work 24 hours per day, 7 days a week. We operate non-emergency programs using wheelchair accessible as well as standard passenger vehicles under contracts

Email or Fax Resume

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