

Job Openings

TITLE: Transportation Coordinator (Exempt)

SUPERVISOR: Director of Employment and Training

RESPONSIBILITY: Oversee and coordinate the Transportation program. Supervise drivers and dispatchers. Schedule all vehicle maintenance and document all repairs, service and inspections completed. Follow and comply with all DHS, IDOT and FTA rules and regulations.

QUALIFICATIONS:

- Bachelor's degree preferred.
- Minimum of 2 years' experience in the transportation industry preferred.
- Minimum of 1 year supervisory experience required.
- Computer skills/experience required
- Strong verbal and written communication skills required.
- Reliable transportation and insurance along with a clear MVR.

HOURS: Full time-Exempt

BENEFITS: Generous benefit package including health insurance, dental insurance, life insurance, paid vacation, paid sick leave, paid holidays and employer paid pension plan.

APPLY TO: Jennifer Tutell
Abilities Plus
1100 N. East Street
Kewanee, IL 61443
Phone: 309-852-4626
FAX: 309-852-0805
E-Mail –jennifer@abilitiesplus.org

DEADLINE FOR APPLICATIONS: May 21, 2021

We are an EEO/Veterans/Disabled Employer