



Paratransit Brokerage Services, Transit Management, Inc.

60 Foster Street, Worcester, MA 01608

Telephone 508.752.9283 Fax -508.797.5540

www.wrtaparatransit.com

Call taker/Scheduler – Answer telephone calls and assist customers with service related questions for elderly and disabled riders as well as fixed route operations. Book trip requests and process cancellations via scheduling software. Requires some data entry. Register new riders in computerized software. Use computerized scheduling software and prepare daily schedules for elderly and disabled riders. Update system for driver shifts, and prepare daily reports when all trips have been successfully scheduled. Communicate with drivers, Dispatch and other vendors. Hourly rate is \$18.00. Work schedule is Tuesdays – Saturdays from 8:00 am to 4:30 pm with the possibility of shift ending after completion of schedule.

Interested candidates may apply online at applicant@therta.com

