Transportation Coordinator, FT
This position is in-person

POSITION SUMMARY:

We are currently seeking a detail-oriented Transportation Coordinator to work full time with the Transportation team. This role reports to Surrey's Manager, Mission Services.

The Transportation Coordinator facilitates the efficient transportation of clients and Surrey members primarily in Chester and Delaware counties. The Coordinator handles administrative duties associated with all Transportation department tasks.

This role requires **very strong computer skills** including MS Office, and excellent administrative, organizational, and communication skills. Must be very comfortable using technology daily – for example smartphones and tablets.

The Coordinator must have a valid driver's license and be willing to occasionally drive members if necessary due to demand and staffing.

REQUIRED SKILLS:

- Above average technology skills - MS Office, particularly Excel, smartphones, tablets.
- Must be a strong multi-tasker.
- Must have strong attention to detail.
- Prior experience in a dispatcher/transportation coordinator role.

Who is Surrey? For 40 years Surrey, a non-profit organization, has been providing a wide range of specialized programs and services to older adults. What differentiates Surrey is our caring philosophy, holistic view, and our family centered approach to meeting physical, emotional, and social needs as people age.

Why join us? We provide in-home services including personal care, RN care management, personal financial assistance, house cleaning, medical care transportation, live in care, transportation services to appointments, meal programs, lifelong learning opportunities, a fitness center, and a consignment shop to help seniors downsize.

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Resume required. Please send to ktougher@surreyservices.org