

United States Jobs Expertini®

Transportation Dispatcher

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Company: Westgate Resorts

Location: Las Vegas

Category: other-general

****Transportation Dispatcher**** * 3000 Paradise Road, Las Vegas, NV * Part-time ****Company Description**** Adjacent to the Las Vegas Convention Center and just one block from the world-famous Las Vegas Strip, the legendary Westgate Las Vegas Resort & Casino provides a fun, challenging and rewarding work atmosphere. Help create remarkable guest experiences at our world-class resort, which features a lively casino that is home to the worlds largest Race & Sports Book; incredible restaurants, nightlife, and live entertainment; and the convenience of a Las Vegas Monorail station onsite for easy access to the Las Vegas Strip. ****Job Description**** Coordinates daily transportation activity to ensure service goals are achieved in a designated time frame. Effectively dispatch and track pending trips and vehicles. Must use good communications skills and be committed to being service-oriented. * Assign and schedule work to drivers to efficiently fulfill daily reservations/runs * Track and code the status of trips to ensure timely and accurate trip completion * Verify and log vehicle assignments daily to ensure proper billing. Generate reports to the Accounting department periodically or when requested. * Maintain an accurate record of their assigned driving activities. * Assist drivers with directions, traffic conditions or any pertinent information. * Monitor reservations and relay information pleasantly to drivers and customers. * Monitor computer and track vehicles GPS maps. * Monitor automated dispatching of trips and trip status to ensure on-time pickups. * Maintain strict confidentiality regarding guests and their activities. * Answer multiple phone lines, take and input reservations, dispatch drivers, track transports, maintain driver rotations, track airline flights, clear transports, and have effective radio communication. * Assist Transportation Manager to

develop Standard Operating Procedures (SOPs) for the department. * Assist Transportation Manager to keep track maintenance issues & schedules for all company owned/leased vehicles

****Qualifications**** Current drivers license ****Additional Information**** All your information will be kept confidential according to EEO guidelines. * Comprehensive health benefits medical, dental and vision * Paid Time Off (PTO) vacation, sick, personal * Paid Holidays * 401K with generous company match * Get access to your pay as you need it with our Daily Pay benefit * Wellness Programs * Tuition Assistance * Fun, family culture * Employee Assistance Program (EAP) * Exclusive discounts for Team Member (i.e., hotels, resorts, restaurants, entertainment, etc.) * Advancement & development opportunities * Community Involvement Programs * Westgate Resorts prides ourselves on the safety and health of our team members against Covid-19 and follows all applicable laws and guidelines. ****Videos To Watch**** ****Job Location**** Transportation Dispatcher * 3000 Paradise Road, Las Vegas, NV * Part-time

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