

Data Entry Specialist

In operation since 1996, Berkeley Charleston Dorchester Rural Transportation Management Association d/b/a TriCounty Link provides transit services to rural residents of Berkeley, Charleston and Dorchester counties. Our headquarters is in the Town of Moncks Corner and offers a relaxed working environment.

We have a full-time opportunity open for Data Entry Specialist. The duties include but not limited to: Review employees' time and attendance to prepare bi-weekly time sheet. Maintains required supporting documents for payroll processing, i.e. timesheets, doctors' excuses. Enter all daily fuel receipts (Wex & BC), route data, passenger, and ticket count into various spreadsheets and software for reporting purposes. Critical to be entered timely/daily. Maintain filing system comprised of spreadsheets and operations support documents. Responsible for daily farebox reconciliation to include manual and electronic recording of money and tickets. Prepare bank deposit and assist with delivery of deposit to bank as needed. Assist with customer inquiries concerning transportation services either in person or by phone. Serve as backup to the Dispatcher/Receptionist. Assists Transit Manager with ensuring monthly operations reports are submitted accordingly and timely. Conducts annual asset inventory. Vendor account setup. Coordinates with other team members to provide smooth flow and exchange of information. Therefore, providing back-up support as needed. Perform other duties as assigned by General Manager or designee.

QUALIFICATIONS:

High school diploma or GED required. A minimum of 5 years of similar work-related experience. Intermediate computer skills with Microsoft Office and RTA Fleet Management Software required. Ability to communicate on two-way radio. Familiar with general office equipment includes multi-line phones, desktop computer, fax machine, copy machine and scanner. Working knowledge of agency policies and procedures. Excellent verbal and written communication skills, strong organizational skills, and the ability to work well with all levels of internal staff and the public. Ability to multi-task with minimum supervision and time management skills to include being punctual to meetings and events.

A comprehensive benefit package is offered to full-time employees and includes the State Health plan, South Carolina Retirement System, paid vacation and sick days, paid holidays, optional 401(k) and supplemental insurance benefits.

Please apply at 305 Heatley Street Moncks Corner, SC 29461 or call 843-899-4096. EOE