

The position is a **temporary** position for an undetermined amount of time, although we don't anticipate this position ending in less than 6 months currently it's targeted for 1 year.

Open:

8 Full time

6 Part time

## **Transportation Concierge Job Description**

### **BASIC FUNCTION:**

This position is a **TEMPORARY (6 to 12 mos. may become perm.)** provides transportation service for employees of warehouse, delivery, and other types of businesses who require safe, non-medical transportation to designated locations following strict protocols and guidelines. Hours of work vary and are dependent upon organizational needs, may work rotating weekends or as needed.

*Job description(s) are subject to change based on business necessity*

### **REQUIREMENTS:**

**Education:** High School Graduate or equivalent preferred but not required.

**Age:** All AMR employees must be at least 21 years old.

### **Licensing/Registration/Certification:**

- Valid Driver's License
- Approved by our insurance company.

### **Company Provided Training/Certifications**

- Customer service training.
- Use of personal protective equipment.

### **Skills, Knowledge and Abilities:**

- Communicate effectively in English, both verbally and in writing.
- Be well organized and efficient.
- Work independently with little supervision.
- Be a strong team player.
- Have excellent driving skills
- Understand customer service internally and externally.
- Use sound judgment in making decisions and solving problems.
- Utilize time management skills - prioritizing and planning.
- Maintain a high level of confidentiality.
- Be able to de-escalate situations effectively.
- Utilize proper communication skills.

- Have the ability to perform services in a professional and businesslike manner and to the highest standard of professional conduct.

**Physical Requirements:**

- Able to grasp objects such as steering wheel, car seats, etc.
- Sit in a driving or sitting position from 1 to up to 12 hours.
- Able to get in and out of vehicles multiple times per day
- Able to perform vehicle pre and post trip inspections daily and on any vehicle
- Able to work in a variety of environments; inside and outside, able to tolerate a variety of climate changes and conditions,
- Be physically able to wear N95 respirator and on and off Personal Protective Equipment (PPE).

**REPORTING RELATIONSHIPS:**

The Transportation Concierge reports directly to the assigned AMR supervisor.

**RESPONSIBILITIES:**

The responsibilities of this position include but are not limited to, the following:

- Utilize Electronic phone application to log trip events-
- Knowledgeable on operation in use and any digital routing our mapping application
- Understand and communicate AMR policies and procedures as stated in the Employee Handbook.
- Ensure the safety of passengers at all times.
- Communicate all issues to the designated program manager immediately.
- Conduct company vehicle check, prior to start of day.
- Maintain a safe work environment and follow all safety, cleaning, personal protection, and sanitization protocols.
- Communicate with designated program manager regarding all incidents/accidents.
- Ensure the vehicle clean at all times and has necessary supplies as designated by program manager.

To apply <https://careers-amr.icims.com/jobs/11846/transportation-concierge-%28non-medical%29-full-time/job>