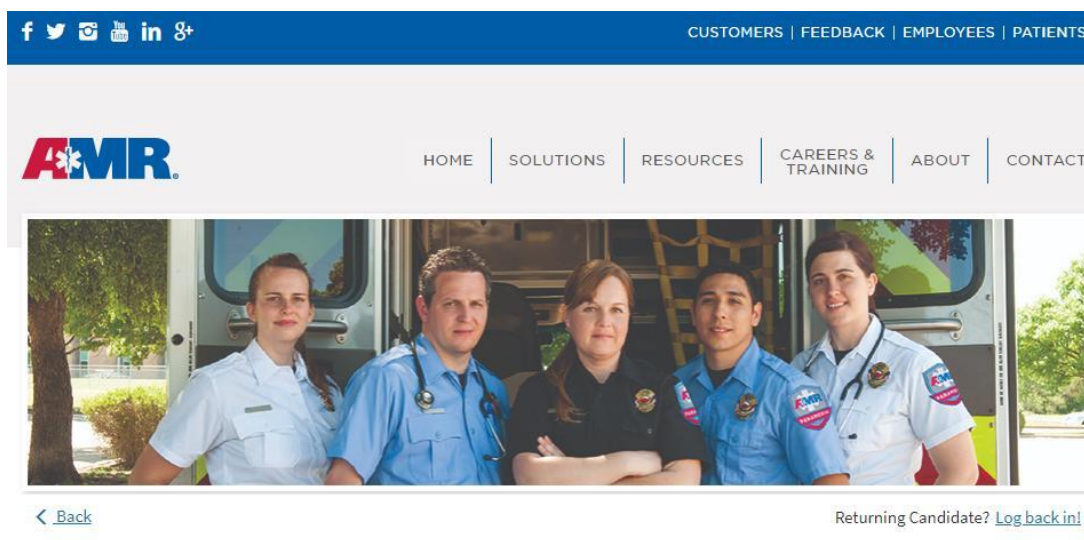


# Conserje de transporte – Oportunidades comunitarias

## Transportation Concierge – Community Opportunities



### Transportation Concierge (Non-Medical) Full Time in Rancho Cucamonga, CA

Requisition ID 2020-11846 US-CA-Rancho Cucamonga Employment Type Regular Full-Time

#### More Information about this Job

##### VISION:

The Transportation Concierge contributes to the profitable growth of AMR by ensuring a high level of customer service, client safety, responsiveness, and timeliness.

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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

### To apply

[https://careers-amr.icims.com/jobs/11846/transportation-concierge-%28non medical%29-full-time/job](https://careers-amr.icims.com/jobs/11846/transportation-concierge-%28non%20medical%29-full-time/job)

## 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 checks, prior to start of day.
- Maintain a safe work environment and follow all safety, cleaning, personal protection, and sanitization protocols.
- Communicate with the designated program manager regarding all incidents/accidents.
- Ensure the vehicle is clean at all times and has necessary supplies as designated by the program manager.

### **To apply**

<https://careers-amr.icims.com/jobs/11846/transportation-concierng>

[e-%28non medical%29-full-time/job](#)



**WE ARE HIRING**

**POSITION AVAILABLE**

- **Plasterer** (full-time, experience or willing to train)

**JOB DUTIES**

- **Correct plasterwork**
- **Mix plaster**

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California Job Order Bulletin Board Print Document

Job Order: 17376881

Print Date: 2/25/2021 3:31:41 PM

Job Title: **Receptionist**

Type of Job: **Receptionist**

Job Time Type: **Full Time (30 Hours or More);**

**Monday-Friday 8-5pm**

Job Description:

- Seeking an individual who can answer the reception desk and post invoices as well as pay invoices all the while being on the reception desk answering phones too
- Needs to be reliable, accurate in posting, communicates effectively and be reliable with respect to attendance
- Computer savvy and can usually calculate on a 10-key of needed to
- Basic/moderate excel is a must.

Minimum Age: **18**

Hiring Requirements: **Bi-lingual (Spanish)**

Education Level: **High School Diploma or Equivalent**

Requires a Drivers License: **Yes, Commercial License**

Minimum Salary: **DOE**

Maximum Salary: **DOE**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical, Dental, Vision, Vacation, Holidays, 401K**

Job Application Methods Accepted: **Provide a CalJOBS Application Online**

Employment Opportunities

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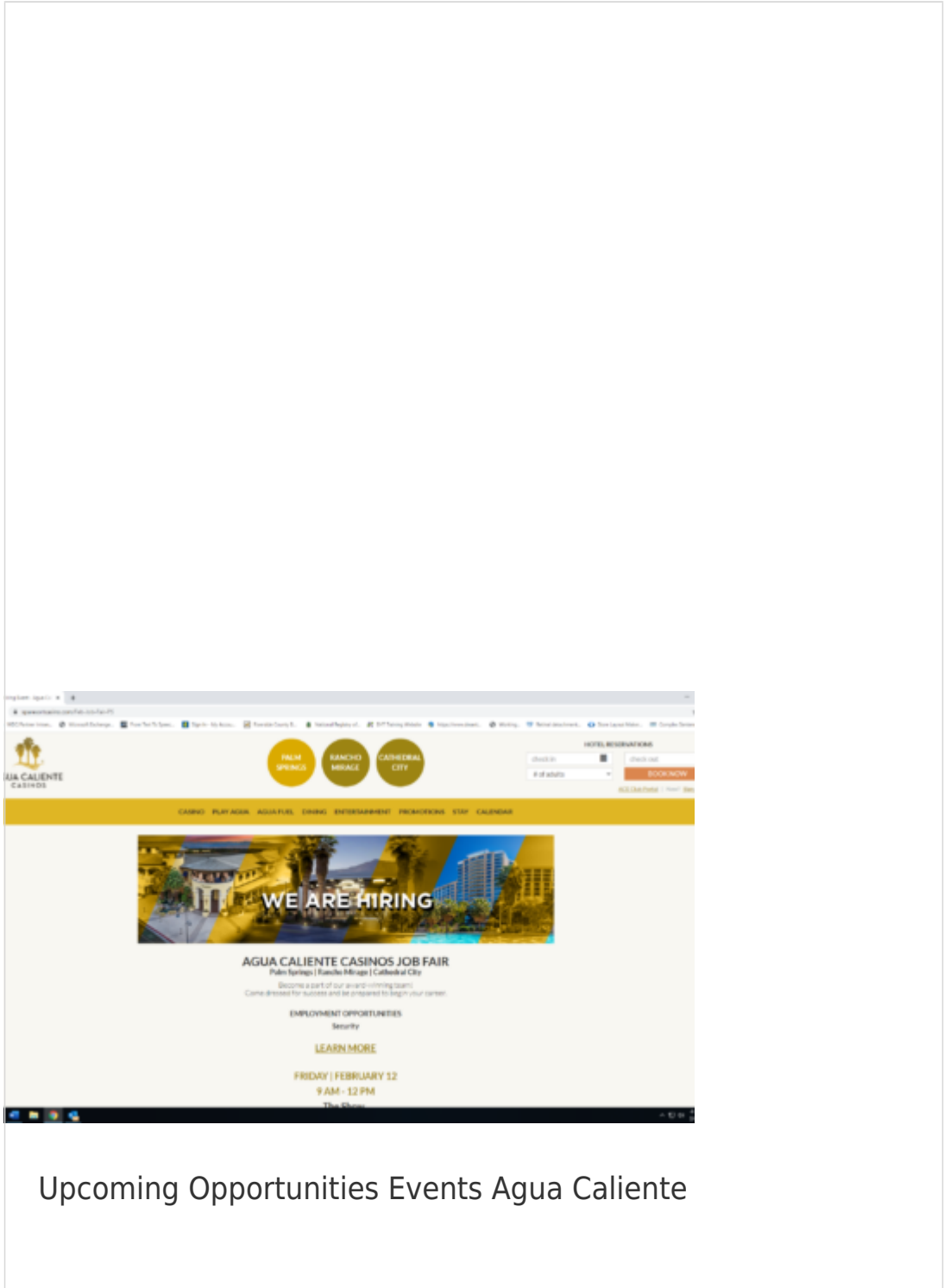


Subject: Upcoming Hiring Events





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*PDS-808-33323*

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