

Dispatcher
Skyline Eco-Adventures, LLC.
Pukalani, HI 96768

Overview:

We are an established and growing company in the tourism industry, with a focus in adventure travel as well as guided vehicle tours. Skyline Eco-Adventures has been named a Hawaii Business Magazine Best Places to Work 10 years in a row, 2009-2018

. Dispatchers are key members of our team and are responsible for supporting the guided tour operation, ensuring a safe and enjoyable experience for all Skyline customers.

Benefits:

- Starting rate of \$15/hr.
- Full Individual Medical, Dental and 401(k).
- Paid time off and service days.

Primary Responsibilities:

- Provide oversight and support during tour operations.
- Provide the highest level of customer service in accordance with Company guidelines.
- Routinely interacts with Drivers throughout.
- Routinely interacts with customers along with Reservation staff.
- Ensures vehicles are operating according to schedule.
- Responsible for facilitating the handling of abnormal or emergency situations.
- Ensures regular communication with Driver and Company.
- Must be able to possess and retain knowledge of all tours.
- Maintaining Guest Reception Area and Guest amenities daily.

Requirements:

- High School Diploma or GED.
- Must maintain a positive working relationship with all Skyline team members.
- Must provide the utmost professionalism and customer service.
- Must be able to work some early or late shifts, weekends and holidays.

Preferences:

- Two (2) years of customer service experience.
- Two (2) years of experience with a Tour Company.
- Knowledge of all tours provided by the Company.

Job Type: Full or Part-Time

Skyline Eco-Adventures is an equal-opportunity employer.