

Charter Transportation Office Assistant

[Grover Beach, CA AmericanStar Trailways](#)

Compensation

\$15 Hourly

Benefits Offered

Vision, Medical, Dental, 401K

Employment Type

Full-Time

AmericanStar is looking to fill a full-time position for a qualified charter office assistant.

Charter Transportation Office Assistant Job Description: (Charter coordinator/assistant to charter manager): The main purpose of this job is to assist in all processes related to the output and return of charters, contracts and the staff that supports them. Applicant must be able to assist with office duties such as answering phones, typing contracts, generating driver paperwork, packaging trips, working on special projects as directed and other various job duties as needed. We are looking for someone who is computer literate, goes with the flow, a self starter, team player and who is career oriented. This is a fast paced job that combines computer and paperwork duties simultaneously. We are looking for someone who is able to stay engaged and aware throughout the work day. Duties are general and not limited to the list below and may change at any time to meet company needs.

Job Duties:

- Answer phones: 1st up
- Quote intake and pricing
- Return calls on stale quotes
- Generate and correct contracts
- Package trips/generate driver paperwork daily
- Invoicing and record keeping
- Compare final contracts to the main charter calendar/book for dates, times, destination, etc...
- Verify payment & signatures on contracts
- ADA paperwork and compliance
- Assist with dispatch phone (at least one weekend every month)
- Calculate all per-diems/tolls/lax parking/any other outgoing \$ for charters
- Point of contact for specific clients as assigned by the charter manager
- Birthday card distribution and tracking

- Holiday party planner assistant as needed
- Match fuel receipts with invoices
- Process credit card payments

Job Skills:

- Strong organizational skills
- The ability to multitask while remaining detail oriented
- Excellent communication and human relations skills (verbal, written and phone)
- The ability to thrive under pressure or unusual assignments and remain calm
- Critical thinking skills are a must
- Experience in a dynamic work environment with constantly changing priorities
- Solid work ethic and loyalty to the company is a must
- Customer service skills are necessary
- Legible handwriting is important
- Able to learn quickly and retain information as it relates to the busing/transportation industry
- Self-starter
- Flexible
- Computer literate is a MUST! We work with various computer programs to accomplish many goals.
- Ability to perform many multitasking duties simultaneously

About AmericanStar Trailways:

AmericanStar Trailways, founded in 1991, is a locally owned and operated passenger Transportation Corporation. Our company has motor coach operating authority for the entire United States, Canada and Mexico. We are certified to operate by the ICC, CHP, PUC, DOD, DOT, DMV and Department of Education. All of our motor coaches, buses, demand responsive units, vans and drivers are school bus, S.P.A.B. (School Pupil Activity Bus), GPPV, and/or CHP/DMV certified. AmericanStar provides charter and contract transportation services from Los Angeles to San Francisco and well beyond. We offer packaged tours and travel for airlines, motor coach, cruise lines and Amtrak service. We are a small, woman owned business and qualify as a Disadvantaged Business Enterprise under federal guidelines. AmericanStar has a reputation on the Central Coast that is unsurpassed by any other bus company in safety, customer service and dependability; we've earned it! We are a family run company that is always looking ahead while appreciating and respecting our roots.