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# IT'S ALL ABOUT THE OPPORTUNITY YOSEMITE NATIONAL PARK



**The Opportunity:** Secretary / Dispatcher

**Reports to:** Manager of Maintenance

**Unit Summary:** This position is located at Yosemite National Park. Yosemite is located approx. 2 hours from Fresno, CA. The park is a major tourist destination with 4 lodging facilities, 7 main food & beverage operations, 17 stores and numerous recreational activities.

**Your Role:** Perform system data entry, radio dispatching and secretarial duties.

- Generate work orders through software system as needed for Unit Utility and Valley Maintenance crews.
- Track labor hours in system.
- Complete work orders; document completion remarks.
- Dispatch Maintenance personnel as needed via radio.
- Resolves problems in an efficient manner using good judgment and personal resources, sometimes while under pressure.
- Answer phones, relays messages and perform general secretarial duties i.e. faxing, ordering supplies.

**Our Expectations:**

- Ability to type 30 - 40 words a minute, use office machines such as fax, computers, telephones and copy machines.
- Must be able to read and comprehend a wide range of work order instructions and hand written documentation pertaining to construction maintenance and repair.
- Must have excellent data entry skills.
- Ability to learn Computerized Maintenance Management Software as it relates to work orders.
- Must be computer proficient, including Microsoft Excel and Word.
- Must be able to sit and stand for long periods of time.
- Must be able to work independently with a minimum of supervision.
- Must be able to lift 40 pounds periodically.
- Must have strong verbal, written and interpersonal skills, including the ability to read, write, speak and understand English well.

**To Apply:** Submit application at [www.YosemitePark.com/jobs](http://www.YosemitePark.com/jobs)

