



Are you a great communicator and extremely well organized?  
Are you good at planning and juggling tasks?  
Do you enjoy problem-solving and interacting with the public?

Knoxville Area Transit, the City of Knoxville's public transportation system, is looking for an Office Support Coordinator. The successful candidate will have demonstrable verbal and written communication skills. The position requires excellent time management skills, discretion when handling confidential items, and interaction with people from all walks of life. Starting salary = \$28,000, along with exceptional benefits package including paid sick leave and vacation, medical/dental/vision insurance, and free transit commuting, while working in the heart of downtown Knoxville.

Submit a resume and cover letter to KAT Human Resources, 301 Church Avenue, Knoxville, TN 37915 or email to [sholbrook@katbus.com](mailto:sholbrook@katbus.com). Resumes will be accepted through Friday, November 11, 2016. Visit [katbus.com](http://katbus.com) for a detailed job description.

KAT is an Equal Opportunity Employer.