**Entry Level Management Training** We have an opening in our Management Training Program, working with our current team. This position is responsible for meeting directly with external customers and clients regarding I ride vanpool services. The ultimate goal is to train someone how to manage Missoula Ravalli Transportation Management Association (MRTMA) and the Montana Transit Association **Benefits & Our Culture** The management and Board team at MRTMA offers a team-based environment where individual and team growth are encouraged. Employees are expected to be professional and hungry for growth. The structure was designed for managers only—people that want to focus on getting to management. Inside and outside of work, we are looking for candidates that enjoy the following:

* Fun and positive environment
* Travel — annual state and national conferences, out-of-town monthly meetings
* Leadership workshops
* Financial management, business management, time management
* Recognition for hard work – if you deserve the recognition and put in the work, we will provide it
* Performance-based promotions – no longer have to wait on someone who has worked at a company longer than you

The position is an entry level position. We require anyone that has not been a part of the company before to go through training to learn about us and the clients before placing them in a management position. In-house training and cross-training will be provided in multiple facets of our company. **Management and growth is our main focus, as outreach and customer service are tools for growth.** At MRTMA, we teach outreach and customer service fundamentals, move into business development, and then move individuals into management. This is how we retain and maintain our ridership and funding to serve our clients through transportation options. This position is full time and encompasses the following responsibilities:

* Assisting in educational events in a professional manner
* Great quality customer service
* Ability to multi task in a structured environment
* Consistently meet established performance and quality standards
* Go above and beyond the minimum requirements, understanding this position is to train for a managerial position.

Missoula Ravalli TMA cross-trains all employees within leadership development which include:

* Sales and marketing training fundamentals
* Customer Service
* Event Coordination and fundraising
* Team building and mentoring
* Writing, interpreting and implementing federal regulations
* Payroll, Legal, HR, and other back end training
* Client Acquisition and retention
* Vehicle maintenance

**Requirements** **Our ideal candidate has similar work or educational experiences, likes working with people, is highly detail oriented, and is able to work independently in addition to a team environment. They are able to meet deadlines and have superior customer service and communication skills, with an emphasis in strong communication skills.**

We accept all college and university majors or a combination of education and experience, however, the following are what make up the majority of our team; Marketing, Business Administration, Advertising, Communications, Public Relations, Business Management and Finance. Non-profits.