OPERATIONS INTERN

Posting ID: IN19127461
Company: Keolis Transit
Position Type: Part-Time
Company Website: http://www.keolisna.com
Work Location: Las Vegas, NV
Salary: $15/hr
College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS)
College Level(s): Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

For over 100 years, Keolis has been helping more people travel safely, comfortably, and efficiently. We have been managing complex passenger transportation systems focused on a constant quest to provide superior service to communities. Our fixed route operation in Las Vegas, Nevada, serves the city’s metropolitan area with 180 buses and 270 drivers operating 22 routes.

Keolis Transit Services, a subsidiary of Keolis Transit America, is seeking a part-time Intern for the company’s Operations Department. This position will support analytics and planning tasks for the delivery of quality transit services in a 24/7 environment.

Roles and Responsibilities

- Gather data from Keolis’s variety of software packets, websites, applications, and operational activities
- Process, analyze, and report on the data using Excel spreadsheets and other software packets
- Assist the Director of Operations in planning and executing procedures, policies, and processes
- Establish good working relations with other company employees and departments to collect information and incorporate their procedures into operational activities
- Performs other duties as assigned

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Generally works inside air-conditioned office; May sit for over six hours a day; May use computer keyboard and monitor for over six hours a day; High volume use of computer.
Education and Qualifications
- Junior or Senior majoring in Engineering or Business
- Interest in public transportation, logistic processes, and data analysis
- Available for six months or more

Preferred Skills
- Advanced proficiency in Microsoft Office, especially Excel
- Website design skills preferred
- Good interpersonal, communication, writing, and organizational skills

How to Apply
Email andres.delosrios@keolisna.com