

## Communications Manager

Trans-Bridge Lines – Bethlehem, PA

### Qualifications:

- Three years' experience in marketing, advertising & public relations
- Knowledge of social media
- Excellent communication and customer service skills
- Excellent computer skills with extensive knowledge of Microsoft Office and design programs

### Responsibilities:

- Coordinate advertising & public relations for all divisions affiliated with the Trans-Bridge companies.
- Responsible for all direct marketing pieces to customers including but not limited to design, layout, editing & writing of same.
- Responsible for printing vendors and advertising outlets to secure best pricing.
- Responsible for coordinated company press releases.
- Represent the company at trade shows, conventions & meetings.
- Review company internal and external communications and provide recommendations prior to issuing.
- Responsible for website & social media sites to keep content updated.
- Attend staff meetings to gain perspective of the operations at the companies.
- Assist in resolving with passengers on matters such as customer complaints and commuter updates.
- Perform other duties as assigned.

Please include salary requirement with resume.

Send resume to: [hr@transbridgelines.com](mailto:hr@transbridgelines.com)