

Customer Service Representative

Part-Time

Trans-Bridge Tours – Bethlehem, Pa

Qualifications:

- Must have exceptional customer service skills
- Must be available to work flexible schedule

Responsibilities:

- Phone and ticket counter reservations and sales
- Provide Motorcoach schedules and ticket prices to customers
- Offer and sell travel insurance
- Daily cash out report
- Maintain individual tour notebook
- Call customers on cancelled tours and process refunds
- Replenish brochure rack and maintain flyers on bulletin boards
- Opening and closing of office
- Coordinate activities with supervisor
- Perform other duties as directed

Send resume to: hr@transbridgelines.com