

Customer Service Representative - Part Time

Trans-Bridge Lines

Qualifications:

- Exceptional customer service and computer skills
- Flexible work hours, shifts will vary
- Must be available to work the following days:
Sunday, Monday, Tuesday & Wednesday or Thursday, Friday, Saturday & Sunday

Responsibilities:

- Answer phone calls
- Provide customers with Motorcoach schedule information
- Ticket counter sales for New York City and casino tours
- Handle cash and credit card transactions
- Daily cash out report
- Opening and closing of office
- Coordinate activities with supervisor
- Perform other duties as directed