

## **Customer Service Representative**

### **Part-Time**

Trans-Bridge Tours – Bethlehem, Pa (South Side Bus Terminal)

#### Qualifications:

- Must have exceptional customer service skills
- Must be available to work the following schedule:
  - Saturday 6:00am – 9:00am and 12:15pm – 6:20pm
  - Sunday 12:15pm – 6:20pm

#### Responsibilities:

- Phone and ticket counter reservations and sales
- Provide Motorcoach schedules and ticket prices to customers
- Daily cash out report
- Opening and closing of office
- Coordinate activities with supervisor
- Perform other duties as directed

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