



PART TIME - TEMPORARY INFORMATION BOOTH SPECIALIST

This part-time, temporary position will work a variety of hours Monday through Saturday.

POSITION DESCRIPTION *(NOT ALL-INCLUSIVE)*

- ✓ Answer busy, multi-line phone at the South Street Station Information Booth
- ✓ Provide route, schedule and general information to passengers and general public over the phone and in person
- ✓ Conduct retail sales of Transpo bus passes
- ✓ Responsible for recording and reconciling all sales transactions
- ✓ Record complaints, concerns, feedback, commendations from passengers and general public
- ✓ Prepare daily cash drawer reconciliation, daily sales report and bank deposits

QUALIFICATIONS *(NOT ALL-INCLUSIVE)*

- ✓ Excellent customer service and interpersonal skills
- ✓ Professional phone etiquette
- ✓ Familiar with basic accounting principles
- ✓ Cash handling experience and ability to operate a cash register
- ✓ Familiar with South Bend and Mishawaka; ability to read a map
- ✓ Basic computer skills including email, Word, Excel

Interested parties may complete an application at Transpo Administrative Offices located at 1401 S. Lafayette Blvd, Monday through Friday from 8-5.