



Luzerne County Transportation Authority

315 Northampton Street

Kingston, PA 18704

PART-TIME CUSTOMER SERVICE REPRESENTATIVE

LCTA is accepting applications for a

Part-Time Customer Service Representative.

30 hours per week with a flexible schedule and Saturdays 8:00-1:00 PM.

General Summary of Responsibilities:

The part-time customer service representative is responsible for assisting transportation customers with ticket sales, bus schedules, explanation of routes in person and via telephone inquiries. Other duties may include office clerical/data entry and customer complaint resolution interactions. Location of work will be Wilkes Barre Intermodal, Kingston office, and Forty Fort office.

Qualifications/Requirements:

**Must successfully complete a pre-employment drug test and criminal background check
High School Diploma or equivalency
Strong Communication skills
Strong Computer skills**

If you are interested in joining our team, please stop by to fill out an application at the

Main Office:

315 Northampton Street

Kingston, PA 18704

Or send a letter of interest and resume to jhennigan@lctabus.com

LCTA is an ADA and EEO employer.

Bilingual applicants, and persons representing all aspect of diversity are encouraged to apply.

