



Luzerne County Transportation Authority

PART-TIME CLIENT SCHEDULE RESERVATIONIST

LCTA is accepting applications and resumes for a

Part-Time Client Schedule Reservationist for our Forty Fort Location

Maximum 28 hours per week, Mon-Fri.

General Summary of Responsibilities:

The part-time Client Schedule Reservationist is responsible for receiving inbound telephone reservations and entering into Ecolane software. In addition to reservations, the client schedule reservationist would be responsible for the administration of programs.

Qualifications/Requirements:

Must successfully complete a pre-employment drug test and criminal background check

High School Diploma or equivalency

Strong Communication skills and 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.

