

Job Opportunity – Pelee Terminal Reservations/Ticket Agent

Location: Pelee Terminal (Pelee Island)

Position: Part Time Reservations /Ticket Agent

Start date: Thursday, June 13, 2019

Responsibilities include:

- As a first point of contact to the public you work in our call centre providing information and assistance regarding all aspects of scheduling and ferry service. You respond to passenger telephone enquiries and reservation request using computerized reservation system. You determine customer needs, input and confirm passenger information, and provide professional, timely response to customer inquiries.
- Handling of cash and experience in using a POS
- Maintain documentation log (ships stores manifest, Freight manifest)
- Responsible for calculating fares from all passengers parking sale
- Team player in providing cleaning of terminals and of Offices.

The ideal persons should possess the following:

Experience and knowledge of Computers and POS

Experience in communication with the public

Ability to speak, write and read French would be an asset

Excellent communication skills with the public

All resumes are submitted in confidence

Pelee Island Transportation Service is an Equal Opportunity Employer

Interested individuals should submit their resumes to:

Paul Mancini, Manager - Pelee Island Transportation Services

500 Erie Street South

Leamington, Ontario

N8H 3W1

or email paul.mancini@ontarioferries.com