



GREATER PEORIA MASS TRANSIT DISTRICT

Part-Time Customer Service Representative

The Greater Peoria Mass Transit District, CityLink, is accepting applications for a part-time Customer Service Representative with availability to work night and weekend hours.

This dynamic individual will be responsible for providing quality customer service while giving transit information to callers and passengers about bus routes and schedules. There is a high level of financial accountability as the right individual will process payments for local utility companies, sell bus passes, and be responsible for balancing cash drawers at the end of the day.

Knowledge of cash registers, good telephone etiquette, general computer knowledge and the ability to comprehend complex bus schedules and routes is highly desirable.

The Customer Service Center is open from 6 am - 8 pm Monday through Friday and 8 am - 5 pm on Saturday and Sunday. This individual could occasionally be required to work day time hours.

Qualified applicants will have:

- *High school diploma or equivalent*
- *1 year of related experience working in a customer service environment*
- *Cash handling and balancing experience*

EOE