

Prudence and Bay Islands Transport is currently seeking to fill a seasonal Prudence Office Ticket Clerk position.

No experience necessary, training provided.

Employees duties will include:

- Opening and closing the ticket office
- Selling tickets and handling payment methods (cash, checks, credit cards, gift cards etc.)
- Answering the phone to field customer questions and to book reservations
- Monitoring the office email
- Communicating with administration on oversize reservations and advanced customer inquiries
- Receiving, checking-in and sorting UPS & FedEx packages
- Communicating with the crew over the radio and in-person with safety, reservation and passenger information
- Using the Text Alert system to contact customers in case of cancellations, schedule changes, package notices etc.
- Counting cash boxes and reconciling using the summary activity statements

All office staff are expected to uphold a high level of customer service and professionalism in the workplace.

All office staff must adhere to company policies when dealing with customers.

Office staff must be capable of communicating clearly with customers in person, over the phone and via email.

All office staff must have basic computer skills and possess the capability to learn new computer programs.

Interested applicants should fill out an application on our website.
Prudencebayislandstransport.com

Please submit any questions or resumes to admin@PI-Ferry.com

Applications are also available at our ticket offices in Bristol (147 Thames St) and on Prudence Island (855 Narragansett Ave).