



Bow Valley Regional Transit Services Commission

Summer Customer Service Representative

Position Summary:

Reporting to the Customer Experience Supervisor, this is a multi-functional position providing front line customer service support to patrons who visit the customer service centre in person, online, or via the telephone in addition to other projects as assigned.

Teamwork and flexibility are key in this position as duties may vary as required from this job description to ensure we are delivering exceptional service.

This is a temporary summer position from May 3rd until September 17th with the possibility of extension to the end of September.

Responsibilities:

- Provide excellent customer service to meet the needs and expectations of all BVRTSC customers and suppliers, including in-person, telephone, and written communication.
- Conduct over the counter fare product sales and record all product sales.
- Handle cash as per position requirement.
- Perform office closing functions when required, including cash and receipt balancing.
- Write shift summary and incident reports as required.
- Assist in the pickup/drop off passes from/to partner hotels/vendors when required.
- Project duties and report preparation as required by the Roam team.
- Other duties as assigned.

Qualifications:

Education (minimum):

- High school diploma or GED is recommended.

Experience:

- Cash handling and reporting.
- General office support duties.
- Customer service-related experience in a tourism environment an asset.
- Familiarity with the Roam public transit service.



Knowledge, skills, and abilities:

- Ability to work both independently and in a team environment.
- Must be able to communicate effectively in oral and written in English.
- Effective telephone and written communication with BVRTSC partners, suppliers, customers, and staff.
- Accurate cash handling and reporting.
- Computer proficiency including Microsoft Office applications (Word, Excel, Outlook), and the ability to learn proprietary software.

Other Requirements, Conditions:

- Must be legally able to work in Canada (proof will be required).
- Must pass police security clearance (proof required).
- Some light lifting, outside work, and stationary office work,
- Must be able to work flexible hours as required up to 35 hours per week.
- Some weekend work may be required.

Proposed Rate of Pay:

\$18.00 per hour

How to Apply:

Please submit your cover letter and resume by April 19th, via email – careers@roamtransit.com