



GREYHOUND CANADA  
A FirstGroup plc Company  
[www.greyhound.ca](http://www.greyhound.ca)

## **POSITION: SIGHTSEEING SALES REPRESENTATIVE**

The Greyhound running dog is one of the most-recognized brands in the world. Are you dedicated and enthusiastic with a desire to join a winning team? Being a part of Greyhound Canada, means being part of the largest ground transportation carrier in North America. This is not just a job. It's a career.

**PURPOSE:** To take bookings/orders for all hotels, wholesalers and individuals.

### **RESPONSIBILITIES:**

- Answering incoming calls, emails and faxes
- Respond to customer inquiries as needed
- Bill, copy, file all orders
- Process computer generated confirmations and invoices based on customer's initial itinerary
- Support coach operators as needed

### **EDUCATION:**

- Post-secondary education considered an asset

### **EXPERIENCE/KNOWLEDGE:**

- 1-3 years customer service experience
- Travel industry knowledge preferred
- Proficiency in Microsoft office
- Bilingualism is an asset

### **WORKING CONDITIONS:**

- Office and bus terminal environment

Interested candidates should submit their resumes to:  
<https://ca.firstgroupcareers.com/home/>

**Greyhound Canada is an equal opportunity employer that welcomes a diverse workforce. We encourage applications from women, persons with a disability, aboriginal peoples, and members of a visible minority.**

**Greyhound Canada, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the Canadian Human Right Act and Greyhound's Canada Accommodation Policy, will provide accommodations to applicants with disabilities during all steps of the hiring process. If selected to continue, please inform the Greyhound Canada's Human Resources staff at [HR@greyhound.ca](mailto:HR@greyhound.ca) of the nature of any accommodation(s), materials and/or processes that you require to ensure your equal involvement.**