GATEWAY CLIPPER FLEET

Ticket Office

Direct Report: Ticket Office Supervisor

Director of Sales

**Job Description**

Professional handling of walk up reservations for daily cruises, taking payment, printing tickets and communicating boarding locations to all guests. Preparing and setting up ticket office for all walk down reservations for the day. Handling passenger traffic on the dock and board announcements.

**Responsibilities**

* Maintain cordial professional attitude at all times.
* Sell tickets for daytime & nighttime cruises
* Reconcile paperwork & monies
* Handling passenger traffic & boarding
* Maintain monitor contact with vessels on marine radio
* Make boarding & departure announcements
* Monitoring dock & boarding areas, taking necessary action for situation occurring
* Stocking brochures
* Prepare marquis board for daily cruises
* Dock music-making sure it is on at all times
* You are responsible to call for help when you see lines back up

**Qualifications**

* Professional attire and behavior
* Excellent customer service, sales and telemarking experience
* Previous money handling experience
* Extremely organized and responsible
* Excellent verbal communication skills
* Ability to work flexible shifts including weekends and holidays

Job Type: Part-time

Salary: $10.00 /hour