

## **Part-time Coal Mine Gift Shop/Ticket Salesperson**

Lackawanna County is currently seeking a part time Gift Shop/Ticket Salesperson to be responsible for sales at the Coal Mine Tour site.

### Key Responsibilities:

- Use of point of sale computer system for selling gift shop merchandise, coal mine tickets and concession items
- Scheduling and organizing Coal Mine Tours
- Making reservations for Coal Mine Tours
- Inventory control, stocking and pricing of gift shop inventory

Successful candidate must possess two (2) years retail experience, be proficient with point of sale computer systems, have excellent organizational skills and be detail oriented. Must be willing to work a flexible schedule including weekends and must be comfortable working with the public in a professional manner.

Please submit your letter of interest and resume/application by May 1<sup>st</sup> to:

Deputy Director for Human Resources  
Lackawanna County Administration Building  
200 Adams Avenue  
Scranton, PA 18503

Email: [pearsonn@lackawannacounty.org](mailto:pearsonn@lackawannacounty.org)

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