



FlyEra.com

Employment Requisition

APPLICATIONS ACCEPTED THROUGH: Until Filled

TITLE OF POSITION: Station Agent/ Kodiak

SALARY LEVEL: D.O.E.

REPORTS TO: Station Manager & Supervisors

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MINIMUM QUALIFICATIONS:

- High School graduate or equivalent
- Professional appearance & interact well with customers in a professional manner
- Dependable, reliable, accurate and well organized
- Valid drivers license with a good driving record
- Computer skills with previous airline experience preferred, will train
- Must be able to work all shifts, work flexible hours including overtime, holidays, and weekends
- Lifting and working in inclement weather required.
- Able to tolerate odors and chemicals associated with aircraft operations

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DUTIES AND RESPONSIBILITIES:

- Accurately book reservations, write tickets, check in passengers which may involve long periods of standing, typing at keyboards, writing, and lifting up to 75 lbs. from ticket counter onto bag belt.
- Make gate and boarding announcements and functions (including meeting planes and escorting special needs passengers) including diplomacy in dealing with customer complaints.
- Close out flights, prepare accounting sales reports, managing varied workloads
- Operation of ground support equipment – including tugs, forklifts, push and pull carts etc
- Loading and unloading of aircraft which incorporates heavy lifting, bending, twisting, stooping, pushing and pulling, up to 150 lbs, with the use of forklifts and other equipment.

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COMMENTS: Send resume, letter of interest, and references to Jessica DeGuzman/Kodiak, or fax 235-2599, or Human Resources 266-8401.

DATE SUBMITTED: January 11, 2008