



People · Professionalism · Partnership

PASSENGER SERVICES AGENTS

SEASONAL PART-TIME | PAPHOS

LOOKING FOR A NEW CHALLENGE?

If you are looking for a challenge in a rapid environment in the aviation services industry and you are motivated to work in a multicultural company, this will be an excellent opportunity for you.

HOW TO APPLY

1. Apply online through our website jobs.swissport.com

Search jobs and select Passenger Services Agents PFO.

OR

2. Send your CV to Andri.Petrou@swissport.com with the subject code PFO/PAX.

If you require further information, please contact **Andri Petrou** at **24008789** or **Florentina Gavriel** at **26007242**.

Andri Petrou
Swissport Cyprus Ltd
Human Resources

MAIN RESPONSIBILITIES

- Perform passengers' check-in
- Inspect and verify passenger documentation
- Issue boarding passes and baggage labels
- Manage passenger baggage processing including handling and fee calculation
- Perform passengers' boarding
- Make public address announcements as required
- Comply with all airport authority and carrier security requirements and Swissport policies & procedures
- Produce all required, work-related documentation
- Other passenger servicing duties as assigned

YOUR PROFILE

- College/ University Degree or equivalent
- Passionate about customer service
- Excellent communication skills (written and verbal) in Greek & English
- Computer literate (Microsoft Office)
- Commitment to continuous improvement
- Self-motivated and able to work independently
- Attentive to detail and numerate
- Ability to follow processes and procedures and apply flexible approach when required
- Flexible to work on various shifts (days, evening, nights, weekends, and holidays)
- Previous working experience in customer service will be considered as an advantage