

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

Send your CV to

florentina.gavriel@swissport.com with the subject code PFO/PAX.

If you require further information, please contact **Florentina Gavriel at 26007242**.

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