

## Job Vacancy

Are you fascinated working at the aviation industry and looking to become part of a people-centric and progressive organisation? At Hermes Airports, the airport operator of Larnaka and Pafos airports, we are looking to recruit passionate, dedicate and eager to learn **Operations Centre Coordinators** based at **Pafos airport**, on a permanent or seasonal (April – October) contract.

At Hermes Airports we focus on the employee experience and wellbeing, fostering an environment where our people feel valued, recognized, respected and developed. Throughout their employment journey our people have the opportunity to experience our innovative People practices and enjoy numerous benefits.

### Short description:

The Operations Centre Coordinator is reporting to the Manager Operations Control. Main responsibility of the position is to ensure the smooth, safe, secure and efficient airport operations.

### Responsibilities:

- coordination of all airside and terminal activities
- conduction of airside and terminal inspections
- airport resources allocation planning and real time monitoring of the resources
- implementation of all emergency and contingency procedures, when required
- overseeing and optimization of the passengers' flows, processes and activities within the airport
- provision of high levels of customer service
- preparation of daily reports

The interested candidates shall be able to work shifts on a 24-hour basis.

### Required Qualifications:

- High School Degree
- Diploma in Aviation Management, Tourism Management, Hospitality or any other relevant degree will be considered an advantage
- Very good knowledge of MS Office
- Very good knowledge of Greek and English languages

### Required Skills & Abilities:

- Customer oriented
- Teamwork
- Flexibility & adaptability
- Stress management
- Problem solving
- Critical thinking

If you are interested for the position and aspire to make the difference and contribute to our company's vision, you can submit your CV through our website <http://bitly.ws/yZxV> no later than to **31 March 2023**.

All applications will be treated as confidential.

To find out more about our company, you can visit our website at [www.hermesairports.com](http://www.hermesairports.com)