

HUMAN RESOURCES - JOB OPPORTUNITY

JOB POSTING 11-028

APRIL 4, 2011

**REPRESENTED BY: TEAMSTERS
STARTING PAY: \$8.00 PER HOUR**

JOB TITLE:

**CUSTOMER SERVICE AGENT
PART-TIME**

LOCATION:

LANAI STATION

REPORTS TO:

STATION MANAGER

PRIMARY FUNCTIONS:

Proper servicing of inbound and outbound passengers and cargo. Prepare, report, and account for necessary documents. Accountable for money transactions. Check and correct reports and other documents. Operate equipment necessary to perform job. Where required, record and report meteorological observations. Perform aircraft marshaller duties as required, and other related duties as customarily performed.

REQUIREMENTS:

High school diploma or equivalent. Must be able to lift 70 pounds. Able to obtain ramp license and AOA badge. Valid Hawaii Driver's License. Able to lift 70 pounds. Previous Customer Service experience preferred. Successfully complete company provided training. Dependable, Reliable, Flexible with schedule, and self-motivated.

To apply, submit resumes/application to human resources either in person or via email to:

hrrsupport@islandair.com for internal candidates (by 5:00 pm, Monday April 11, 2011)
recruitment@islandair.com for external candidates

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