

## Check in Agent – Burgas Airport

### Job responsibilities:

- Preparation of check in counters and handling of automatic check-in machines;
- Checking tickets, hand baggage and issuance of boarding passes;
- Checking travel documents (ID cards, passports, visas);
- Boarding passengers to the aircraft;
- Preparation of gateway/exit set-up for passengers boarding, announcements, pick-up of hand luggage to facilitate flight;
- Communication with various departments of the company (Ramp personnel, Load Control etc.) as well as with the customer airlines (representatives and crews);
- Control of the customer airline's stock material;
- Other work-related tasks, according to operational needs.

### Requirements:

- Fluent English;
- Passion for aviation;
- Excellent communication skills;
- Enthusiastic, positive and self-motivated individual;
- PC skills (MS Office);
- As full training is provided there is no requirement for previous experience;
- A high school diploma, university degree or working towards it will be considered as a strong advantage;
- You will need to enjoy helping others, and committed to improving every passenger's travel experience.

### We offer:

- Full training. Challenging and dynamic work environment;
- Friendly atmosphere and excellent working conditions;
- Long-term training and career development;
- Labour contract with full payment of all social insurance payments and taxes ;
- Working on shifts, opportunity for part time job;
- Opportunity to gain experience in a multinational company in aviation industry and ground-handling.

### Contacts:

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