

Ramp Agent – Station Burgas Airport (Seasonal job)

Job responsibilities:

- Plays an important role in ensuring that flights run on time;
- Ensure that all passenger service activities are undertaken safely and securely in-line with customer airlines instructions and company's procedures;
- Performing all the appropriate checks during both the loading and unloading procedures;
- Giving the actual loading figures to Operations department, confirming pieces of luggage or cargo per position/net sector/compartment;
- Informing the operations department in case of irregularity and/ or possible delay of flight;
- Informing the aircraft's captain regarding the actual loading position/ weight. Signing it and presenting it to the captain;
- Supervising all working teams in order to solve any problem occurred. Respecting procedures about fuelling with passengers' boarding;
- Coordinating the cabin and cockpit readiness for passenger boarding;
- Informing gate about boarding time;
- Briefing all information regarding the flight to cockpit and cabin crew, delivering to them all necessary documents;
- Completion of flight billing using flight tracker, issuance, or coordination for the issuance of work orders.

Requirements:

- Fluent English;
- Passion for aviation;
- Valid driving license category B;
- 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 consider as a strong advantage.

We offer:

- Full training. Challenging and dynamic work environment;
- Friendly atmosphere and excellent working conditions;
- Labour contract with full payment off all social insurance payments and taxes;
- Working on roster;
- Opportunity to gain experience in a multinational company in aviation industry and ground-handling.

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