



CONCIERGE / AIRLINE COORDINATOR

Position Summary

Working in a fast paced, dynamic airport environment, successful candidates will be responsible for meeting arriving aircraft, engaging flight crews, and retrieving IFE Carts & Handle POS Devices

Must be able to adhere to Airport, and TSA specifications as well as Company policies and procedures.

Specific Duties:

- Maintain established processes that supports airport, airline and government security processes and regulations.
- Ensure compliance with all Company standard operating procedures and policies.
- Work in cooperation with other Associates, Flight Attendants, and other airport personnel. Provide flight activity updates when needed.
- Maintain documentation of activities.

Minimum Background, Education & Experience:

- High School Diploma or GED. Prior work experience required.
- Auditing, Inspection, Quality Control experience a plus.
- Strong Customer Service skills and experience a plus.
- Minimal Level Computer skills
- Ability to solve problems with attention to detail.

Ability to:

- Provide 10 year employment history with most recent 5 years verifiable.
- Clear FBI Watch List comparisons.
- Read, write and speak English.
- Write legibly.

Physical abilities:

- Work in chilled/hot environments.
- Work in fast paced, high volume environment.
- Lift, push or pull at least 75 pounds.
- Pass basic industry exam.
- Work in a 24-hour, 7 day a week, shift environment.
- Must have corrective vision to 20/20.
- Have sufficient hand dexterity to fasten and secure seals, and straps.
- Bend at the waist and knees repetitively.
- Stand for long periods of time.
- Driver's license may be required in some cases.