

Position Available:

Pacific Coastal Airlines, Port Hardy

Position: (1) Temporary Part Time Customer Service Agent 30 hours/week and additional coverage as needed -

Seasonal June 22<sup>th</sup> to September 8<sup>th</sup>

Location: Port Hardy

Rate of Pay: \$13.53 per hour

Hours of Work: Thursday to Saturday's and additional coverage as needed

Effective Date: June 22<sup>th</sup>, 2015

Responsibilities:

- Customer Service
- Processing passenger check ins
- Reservation processing
- Greeting aircrafts
- Cash handling
- And other various duties as assigned.

Qualifications or Skills Required:

- Must be willing to work in a team environment or with minimal supervision
- Must have effective customer service skills
- Must be effective in oral and written skills as well as basic math skills
- Basic computer knowledge of database systems
- Able to work in fast paced environment
- Capable of lifting up to 50lbs
- Able to stand over long periods of time
- Must be able to work shift work including Weekends and evenings

Send application to:

Application Deadline: June 1<sup>st</sup>, 2015

**Interested Applicants should forward resume to:**

Pacific Coastal Airlines E-Mail Address: [vince.crooks@pacificcoastal.com](mailto:vince.crooks@pacificcoastal.com)

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