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# Example of Airport Agent Job Description

Our company is searching for experienced candidates for the position of airport agent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for airport agent

* Moving luggage to and from aircraft holds using trucks, cargo loaders and conveyor systems
* Storing cargo in warehouses
* Bus support
* Loading luggage onto conveyors in the arrivals hall
* Reporting baggage that's damaged or suspicious
* Replenish amenity carts
* Staffing the ticket counter, boarding gates and baggage service areas of the airport (Duties may include check-in, ticketing, gates, baggage service and operations)
* Receiving and directing incoming calls, greeting and directing customers, tagging and handling baggage
* Preparing tickets, determining fares and routing to assure passenger's travel needs are met
* Maintaining a neat and professional appearance by adhering to United's standards for uniform and dress

## Qualifications for airport agent

* Apart from religious observations, must be able to work a schedule determined by the branch with a Maximum of 25 hours per week
* 2 years of commission or incentive based sales experience preferred
* Apart from religious observation, must be able to work a flexible schedule between 5 am and midnight
* Apart from religious observations, must be available to work a minimum of 25 hours, including mornings and weekends
* Prior related experience strongly preferred
* Must be authorized to work in the United States and not requre work authorization sponsorship by our company for this position now or in the future