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# Example of Operations Agent Job Description

Our growing company is searching for experienced candidates for the position of operations agent. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations agent

* Marshal aircraft to and from gates
* Provide proper handling of baggage requiring special care
* Service aircraft lavatories
* Responsible for aircraft security searches and commissary security searches as required
* Ensure ramp areas are safe and free of Foreign Objects Debris (FOD) and that all ground service equipment is properly maintained
* Follow safety regulations, which include the proper use of ground service equipment and wearing proper safety items
* Able to communicate using a two-way radio
* Perform aircraft interior cleaning as required
* Stock aircraft and carts with necessary supplies as required, InFlight magazines and lavatory supplies
* Inventory tracking as required

## Qualifications for operations agent

* Must be able to walk, climb stairs, reach overhead, squat, bend, kneel, stoop and crouch repeatedly
* Following SOP and department work instructions on product recovery
* Testing units for functionality
* Data wiping of consumer electronics
* Installing operating systems and updating drivers
* Data entry and assessment of product condition to proprietary system for sale