



Example of Airport Representative Job Description

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Our company is hiring for an airport representative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for airport representative

- Prepare daily business paperwork such as rental contracts, coupons
- Order supplies and forms to maintain adequate stock
- Notify Management of potential customer service issues in a timely manner
- Perform various administrative and miscellaneous reports, supply maintenance, process customer billing, etc
- Perform miscellaneous and other back office related duties as assigned
- Inventory vehicles to appropriate brands, stalls, and with appropriate designations using a handheld device
- Mark vehicles with appropriate hold codes and arrange for movement to appropriate area on lot
- Complete paperwork associated with research related to and in coordination with the car control team
- Notify Manager of potential unsafe equipment, conditions and vehicle problems including damage
- The ability to liaise with airport personnel on lost luggage

Qualifications for airport representative

- Apart from religious observances, must be available weekends, holidays and evenings
- Must have a valid class 5 driver's license with no more than two chargeable moving violations or accidents within the last three years
- Apart from religious observations, must be able to work full time, weekends, holidays, evenings

- Minimum of 2 years of Instructional Design Training experience in an airline or service based industry
- Friday & Saturday 8am-5pm, Sunday 10am-7pm