



Example of Airport Representative Job Description

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Our company is growing rapidly and is hiring for an airport representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for airport representative

- The ability to make airline reservations, change flight requirements and purchase flight tickets
- The ability to do pre check-in of flights
- The ability to verify the transportation report in advance and prepare for all arriving guests and departing guests
- Make incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, repair shops and other vendors
- Graciously meet and greet Hotel guests at the airport
- Efficiently provide transportation and luggage services for every arriving and departing guest at the airport
- Create WOW moments for arriving guests by starting their W experience during their arrival at the airport
- Any other duties and responsibilities assign to Guest Service Assistant by Director Of Front office, Front Office Manager, Guest Service Manager and Service Leader
- Perform miscellaneous and backup duties job-related duties as assignedSave
- Assist with Risk Management tasks-overdue, unaccounted reports, and employee losses

Qualifications for airport representative

- Must have no DUI/DWI or other drug or alcohol related convictions in the past 5 years
- Must be available to work the posted part-time schedule
- Must be able to work nights and weekends with rotating days off
- Saturday-Tuesday 8-4
- Some previous face-to-face customer service responsibilities