



SEAPORT AIRLINES CUSTOMER SERVICE AGENT - North Bend / Coos Bay

PRIMARY TASK

- Process new and modified reservations over the phone and in person via computer terminal
- Weigh, process and assist with loading and unloading of passenger baggage
- Greet passengers for incoming and outgoing flights
- Check in passengers and planes
- Clean interior aircraft cabins as needed
- Provide general information and customer service
- Maintains terminal facility and equipment so as to ensure a neat, clean, safe and efficient operating environment and passenger terminal
- Process and complete cargo bills as appropriate
- Reserve ground transportation per station procedures
- Create manifest for pilots as needed
- Document airplane on and off times
- Follow appropriate weight and balance procedures
- Performs additional functions (essential or otherwise) which may be assigned

REQUIREMENTS

- Strong interpersonal and customer service skills
- Excellent communication skills
- Cross training in two areas; Customer Service and Ramp Operations - Daily cleaning and occasional washing of the aircraft required.
- Computer literacy and Internet experience. Airlines and GDS experience preferred
- Ability to safely lift up to 70lbs six inches above the floor. Must be able to climb stairs, bend, and squat
- Comply with SeaPort Airlines safety and operating procedures and policies
- Ability to work outside for short periods of time in all weather conditions
- Valid Driver's License. High School diploma or equivalent. Must be 18 years or older
- Successful passing of background check

COMPENSATION / BENEFITS

- Part-time position with possible opportunity for more hours on an as needed basis
- Flight Benefits on all SeaPort flights and some major carriers

Interested applicants should submit their resume and cover letter to OTHCSAJob@seaportair.com

