

AIR CREEBEC INC.
JOB POSTINGS

2 PERMANENT POSITIONS – FULL TIME (40 HOURS)

JOB TITLE: PASSENGER SERVICE AGENT/RESERVATIONS
(FULL TIME) (40 HOURS)

LOCATION: AIR CREEBEC INC. – VAL-D’OR, (QUEBEC)

REQUIREMENTS: HIGH SCHOOL DIPLOMA;

SHOULD POSSESS EXCELLENT ORAL AND WRITTEN
COMMUNICATION, CUSTOMER SERVICE AND COMPUTER
SKILLS;

MUST SPEAK ENGLISH AND FRENCH FLUENTLY
KNOWLEDGE OF CREE LANGUAGE IS AN ASSET;

EXPERIENCE IN THE USE OF COMPUTERIZED
RESERVATIONS SYSTEM (GABRIEL) IS CONSIDERED AN
ASSET;

MUST BE WILLING TO WORK WEEK-ENDS, EARLY
MORNINGS AND EVENINGS.

MAIN RESPONSIBILITIES: ANSWER TELEPHONE ENQUIRIES: PROVIDE
INFORMATION TO CUSTOMERS ON FARES,
FLIGHT SCHEDULES, ROUTES AND BOOK PASSENGER
RESERVATIONS;

PROVIDE CUSTOMER SERVICE AT AIRPORT COUNTER FOR
SCHEDULED AND CHARTER FLIGHTS;

EXTRA DUTIES AS REQUIRED.

CLOSING DATE: FRIDAY, JULY 7, 2017 (4:30 P.M.)

ALL INTERESTED CANDIDATES, PLEASE SUBMIT YOUR CV AND LETTER TO:

AIR CREEBEC, HUMAN RESOURCES
P.O. Box 430, Val-d’Or, Quebec J9P 4P4
Fax: 819-825-1157
Email: rh@aircreebec.ca