

**AIR CREEBEC INC.**  
**JOB POSTINGS**

**3 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, AUGUST 11, 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](mailto:rh@aircreebec.ca)

