

JOB INFORMATION

Job Title: Customer Service Representative

Department: Passenger Service

Location: IAH George Bush Intercontinental Airport

Job Status: Non-Exempt, Full Time

DUTIES AND RESPONSIBILITIES

Responsible for supporting and coordinating passenger service operations on a daily basis and for supervising contractors under ANA's handling requirements and contract, providing review and information to Management.

1. Oversees departure handling, arrival handling, and ramp duties
2. Performs designated passenger service functions and ramp duties
3. Performs general administrative duties

SPECIFIC QUALIFICATIONS

1. Must have a proof to work in the United States legally
2. Experience in Passenger Service is preferred
3. Professional presentation and excellent customer service skills
4. Willing to work any hours/shifts/holiday/weekends
5. Excellent communication and interpersonal skills
6. Strong computer skills
7. Experience in passenger service is strongly preferred
8. Bilingual (Japanese/English) preferred

HOW TO APPLY FOR THIS POSITION

If you are interested in applying for this position, please send a current resume and a letter of interest to ml_notice_iahsg@fly-ana.com , ANA IAH Administration

Please be advised that ANA will contact qualified candidates Only.