

## Job Vacancy

**Category:**

Passenger Service Agent (Full time)

**Workplace:**

Vienna International Airport

**Start date:**

1 April 2024 (Negotiable)

**Tasks:**

- Flight preparation and supervision;
- Supervision of the check-in at the counter area and at the departure gate;
- Supervision of the cabin cleaning and loading of necessary in-flight products;
- Care of VIP and other passengers;
- Rebooking of connecting passengers;
- Post departure work, Ticketing, Lost & Found;
- General airport-related administrative tasks.

**Requirements:**

- Friendly and outgoing personality;
- Ability to work independently;
- Team worker and service minded;
- Willingness to perform work Monday through Sunday;
- Fluency in English, German and Japanese (spoken and written) would be of advantage;
- Good MS Office skills;
- Experience in passenger handling would be beneficial;
- Must hold a valid work permit for Austria.

**We offer:**

We offer an interesting position and challenging work within a dynamic team in one of the biggest and most renowned international airline in the world.

**Salary**

Based on the collective agreement for foreign airlines. At least EUR 2,300 gross per month. Negotiable depending on experience and performance.

**Application:**

To express your interest in the current vacancy, please send your complete application in English via email quoting //Application Passenger Services VIE// to: [hr.austria@ana.co.jp](mailto:hr.austria@ana.co.jp)

Only applications sent via email and received by **25 February 2024** can be considered. Following the screening of the application documents, we will inform only to successful candidate by 31 March 2024. Any expenses incurred in connection with your application (such as travel expenses) will not be compensated.

Please note that the maximum size of your email shall not exceed 5 MB.