



Flight Booking Agent – St. Andrews

Start date: March 15, 2018

We are looking for an energetic, friendly and dependable person to join our Flight Booking Centre. The Flight Booking Centre is at the heart of our organization, handling all flight bookings and scheduling, and is often the first contact customers make with our company.

Hours:

- full-time position,
- shift work required, and
- on-call for some evenings and weekends.

Responsibilities include:

- answering phone calls in an (at times busy) call center,
- booking flights,
- scheduling pilots and aircraft,
- flight following,
- invoicing using Sage accounting program.

Requirements:

- clear and precise communication skills for good team work in a close environment,
- excellent customer service skills and phone skills,
- ability to multi-task and work with tight deadlines,
- strong organizational and problem solving skills with the ability to prioritize, and
- working knowledge of Sage 50 accounting program an asset, however training will be provided.

Submit resume complete with references to team@wingsoverkississing.com, and reference "Flight Booking Agent" in the subject line.

Only applicants considered for an interview will be contacted.

Salary: as per agreement

Application deadline: March 15, 2018

Please submit all resumes and inquiries to team@wingsoverkississing.com.