



## Receptionist for Flight Booking Center – Steinbach (seasonal)

**Start date:** August 4<sup>th</sup>, 2021

We are looking for an energetic, friendly, and dependable person to join our Flight Booking Centre team to operate as a receptionist for the busy summer months (April 15 to October 15<sup>th</sup>). 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 (seasonal),
- shift work required

**Responsibilities include:**

- answering phone calls in a call center (first point of contact),
- reviewing flight schedules
- emailing manifests to customers and FBO's
- placing orders for catering
- organizing shuttles and flight crew movements,
- invoicing using Sage accounting program
- other duties as assigned.

**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](mailto:team@wingsoverkississing.com), and reference "Receptionist – Flight Booking Center" in the subject line.

Only applicants considered for an interview will be contacted.

**Salary:** as per agreement

**Application deadline:** August 5<sup>th</sup>, 2021

*Please submit all resumes and inquiries to [team@wingsoverkississing.com](mailto:team@wingsoverkississing.com).*