

“ZVARTNOTS HANDLING” CJSC



POST TITLE: Check-in clerk

WORKING CONDITIONS: shift work with definite term

WORKPLACE: Zvartnots International Airport

JOB DESCRIPTION: Carry out the check-in of the passengers and baggage.

JOB RESPONSIBILITIES:

- Carry out line keeping, check-in and boarding,
- Check the availability and validity of passengers' travel documents,
- Control hand luggage sizes and quantity during check-in and boarding processes.

REQUIRED QUALIFICATIONS:

- Higher education
- Excellent knowledge of Armenian, Russian and English languages.
- Good communication skills.
- Basic computer skills.
- Ability to work with clients.
- Ability to work under pressure.

APPLICATION PROCEDURES: All interested candidates who meet the requirements for the position are kindly requested to submit their CVs to: hrselection@aia-zvartnots.aero . The subject line of the message should have the title **“Check-in clerk”**.