



Reservations, Ticketing, Administration Assistant | Sydney

Aircalin, the international airline of New Caledonia, is seeking a dynamic individual with a passion for customer service to fill a Maternity Leave contract (6 month) position of Reservations, Ticketing, Administration Assistant at their central Sydney office, reporting to the Country Manager.

Responsibilities will include (but are not limited to):

- Reservations, ticketing for all customers (trade and consumer)
- Group quoting, reservations, ticketing for all group bookings
- Daily and monthly reporting processes
- Participation in trade shows if required
- Airport back up if required
- Office administration duties as required

Applicants must possess the following attributes:

- Excellent customer service and communication skills
- Good knowledge of Altea DCS and Reservation system
- Good knowledge of fares and ticketing processes
- Fluent French speaker an advantage
- Ability to work efficiently at all times