



We are looking for dedicated and motivated employees for our Emden Location as soon as possible

### **Dispatcher Check In - (m/f/d)**

#### **Main task:**

- Willingness to travel and services abroad
- Passenger handling from arrival to departure
- Handling of luggage / freight incl. customs formalities
- Care and maintenance of the check-in area
- security check
- Interface between passengers, dispatch and pilots
- Comparison with pax lists / weighing of pax and luggage / create luggage label
- issue / return / storage and control of survival suits
- Acceptance of freight / Storage incl. customs clearance
- Loading the helicopter with luggage and freight
- Monitoring compliance with the security concept

#### **The following qualifications are required:**

##### **a) Training:**

completed commercial vocational training (IATA Travel Agent / Forwarding Agent)

##### **b) Special knowledge:**

**good German / English skills (spoken and written)**

**Please send your CV to:**

**career@wiking-helikopter.de**

**WIKING** Helikopter Service GmbH

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