

QUICKFLIGHT, INC. is HIRING

QuickFlight Services is a dynamic company that offers aviation ground-handling both above and below the wing. We are committed to providing services specific to the organization that increase efficiency and success for all those involved.

Our location at the Tulsa International Airport is having a **Job Fair this Wednesday and Thursday May 20th and 21st from 10 am to 8:00 pm.** We will have representatives available to speak with you about the Customer Service/Ramp Agent/Baggage Handler positions we have available. We have several openings working part time hours – up to 29 hours.

We provide all training. Prior experience is valuable but not necessary to become part of the QuickFlight team.

Looking to supplement your current income? We may be able to work around your other job and/or commitments.

If you are interested in hearing about these opportunities, please either stop by the Job Fair at the **breakfast room at the Country Inn and Suites, 1034 N. Garnett Road, Tulsa** during the posted times or call to schedule an appointment.

All candidates must have the following to be considered for training and employment:

1. A valid driver's license
2. A MVR – motor vehicle report showing the past 3 years with fewer than 4 moving violations
3. 2 forms of ID such as driver's license, social security card, passport, birth certificate.
4. Applicants must be able to pass a drug and background screen also.

For more information, please contact us at HR@quickflightservices.com or call:

Teresa – 574-323-0850

Linda – 419-215-0944

Customer Service/Ramp Agent (Tulsa International Airport) responsibilities will include but are not limited to:

Customer Service Responsibilities

- Preparing and issuing tickets, computing fares, issuing refunds
- Checking passports and travel documents
- Correctly route passengers and baggage during check-in
- Working at arrival or departure gates
- Ensuring the on-time departures of aircraft
- Assist special need passengers including wheelchair services
- Answering general travel inquiries, and successfully resolving customer issues
- Prepare flight paperwork
- Load and unload baggage, mail and cargo
- Direct aircraft to and from gates
- Perform aircraft services such as lavatory, water, and de-icing (winter operations)
- Expedious baggage delivery to baggage claim
- Sort baggage in bag makeup area
- Operate Jetbridge and Ground Service Equipment (GSE)
- Perform accurate aircraft search
- Close counter and ramp areas following flight closing and complete flight stats
- Cleaning and upkeep of all work areas
- Successfully complete any recurrent or required additional training
- Perform other duties assigned
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Ramp Agent responsibilities will include but are not limited to

- Marshaling aircraft into parking positions
- Unloading baggage and delivering it to baggage claim area
- Loading luggage onto departing flights & assisting special needs passengers
- Loading and unloading carry-on bags, cleaning aircraft cabins, servicing aircraft lavatories
- Connecting and disconnecting external power generators to the aircraft
- Boarding catering supplies, performing security functions, preparing aircraft weight and balance paperwork
- Coordinating with pilots, airline dispatch office, and the customer service department
- Conduct other work duties as assigned
- Must be willing to work in outdoor environment (heat and humidity, rain etc.)
- Lifting/Pulling/Pushing: Must be able to lift up to 50 lbs. repeatedly and 75 lbs. with assistance.
- Must be able to type and use technical sources