

**KAISERAIR**  
Human Resources Office

**JOB POSTING**

**CUSTOMER SERVICE REPRESENTATIVE**

**Santa Rosa Jet Center**

**Part-Time Position**

KaiserAir is advertising an immediate opening for a part-time **Customer Service Representative**.

Under supervision of the General Manager, the part-time **Customer Service Representative** will be scheduled as required (up to 32 hours per week) and be responsible for customer service responsibilities conducted at KaiserAir's Santa Rosa FBO. Responsibilities include, but are not limited to: 1) demonstrating principles of customer service to high-end clientele, 2) acting as spokesperson explaining the company's policies and providing details on pricing and services available, 3) collecting, processing and disseminating relevant information pertaining to aircraft arrivals and departures and, 4) collecting, processing and disseminating aircraft servicing requests with line service technicians and pilots.

To be considered, candidates must submit a letter of interest, current resume and five-year DMV history.

**Additional Information Or To Apply:**

Phone: Human Resources @ (510) 569-9622 ext. 286

Fax: (510) 569-5890

Email: [resume@kaiserair.com](mailto:resume@kaiserair.com)

**Closing Date: Position Open Until Filled**

**Job Qualifications**

- High school Diploma or equivalent
- One or more years of customer service experience
- Work experience in an aviation related position strongly preferred
- Strong keyboarding skills
- Availability to work flexible hours, including Saturdays & Sundays
- Strong work ethic with team-oriented attitude
- Strong interpersonal skills
- Strong verbal and written communication skills
- Pass pre-employment drug screening
- Driver's license and clean driving record
- Security background check (fingerprint check)

**KaiserAir is an Equal Opportunity Employer**