



Airport & Aviation Services (Sri Lanka) (Private) Limited



We are looking for highly motivated individuals with right attitude to fill the following vacancies at Jaffna International Airport & Batticaloa International Airport

POST OF TRAINEE AIRPORT SERVICES AGENT

1. **Job Scope** : Coordinate with relevant parties with regard to flight movement and perform routine functions under the purview of supervisory staff, achieving company/Airlines standards and laid down procedures. Carry out and/or facilitate routine processes of designated flights and/or process other functions ensuring maximum customer satisfaction in line with company/airlines standards and making use of available resources. To ensure submit accurate pre/post flight documentation and/or system updates in line with company/airlines procedures.
2. **Key Responsibilities** :
 - Greeting passengers and checking their tickets and passports against the passenger list using computerized systems and maintain a high standard of customer service
 - Asking security questions, allocating seats and giving out boarding cards and luggage labels, weighing luggage and charging the passenger extra if the luggage is overweight
 - Giving flight information and directing passengers through security and departures
 - Dealing with issues from delayed, cancelled or missed flights
 - Checking boarding passes at the departure gate
 - Escorting people who require assistance and unaccompanied children
 - Making announcements on the public address system.
 - Any other job related tasks assigned by the supervisors/officers
3. **Qualifications** : Should have passed the G.C.E. (A/L) examination with 03 main subjects (except Common General Test and General English Paper) or equivalent examination in one sitting

AND

Should have obtained Credit Passes for English Language and Mathematics in the G.C.E. (O/L) examination or equivalent examination.

AND

Fluency in English

AND

Ability to converse in foreign languages will be an added advantage

AND

Minimum height Male – 64" (inches) Female – 62" (Inches)

4. **Age** : Should be not less than 18 years and not more than 25 years as at the closing date of the application.
5. **Note** : A comprehensive training will be provided to selected candidates on expenditure recovery basis.
- Those who fulfill the requirements given above and successfully complete the selection process shall be recruited to undergo two (02) years On-the-job training and thereafter will be absorbed to the permanent cadre subject to following conditions and other formalities.
- The selected candidates will have to perform day and night duties at any Airport/location in any part of the Island as and when necessary.**
6. **Salary** : The selectees will receive fixed allowance per month during the on-the-job training period.
- They will receive an attractive remuneration and attractive fringe benefits when made permanent.
7. **Method of Selection** : By a written test and an interview.

General :

If you are interested and possess the relevant qualifications please send in your resume prepared according to the specimen application given on our Website <http://www.airport.lk>>Corporate>Careers with copies of the relevant certificates to the address **"CHAIRMAN, AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED, BANDARANAIKE INTERNATIONAL AIRPORT, KATUNAYAKE"** on or before **June 09, 2025** **only by Registered Post or Courier Service**. Please indicate the post applied for on the Top-Left Hand Corner of the Envelope.

Please note that the applications without copies of the relevant certificates and/or forwarded in other modes and/or not in accordance with the specimen given on our Website will be rejected.

Please note that only qualified candidates will be notified at all stages of the selection process.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**

Advertised on 25/05/2025