



Job Title:	FLIGHT ATTENDANT	Job Category:	N/A
Directorate:	FLIGHT OPERATIONS	Department:	FLIGHT OPERATIONS
Location:	BONRIKI TARAWA	Travel Required:	Travel Required
Level/Salary Range:	Level 15-14	Position Type:	Permanent

Applications Accepted By:

To express your interest please attach a cover letter the details your abilities against the selection criteria (as listed below), your latest CV, a picture of yourself and a one-minute video spoken in English (shot from your phone) on why you are the best candidate for the role. Evidence of training, qualifications is also preferred as well as referees who can vouch for your skills and experience. All documents are to be contained in one email. Any candidate who does not supply all requested items will be disqualified.

Your cover letter, CV, Video and additional information should be emailed no later than 19th June 2017 and addressed to:

Mr Tarataake Teannaki
 Chief Executive Officer
info@airkiribati.com.ki

If you require any additional questions these can be forwarded these in writing to info@airkiribati.com.ki.

The position closes at close of business (5PM) on 19th June 2017. Those shortlisted for a face to face interview will be the only people Air Kiribati will directly contact.

Job Description

POSITION OBJECTIVES

Air Kiribati is the national flag carrier of the Republic of Kiribati. In mid 2017 the company will take delivery of a Dash 8 100 series aircraft with a jet aircraft expected to be in operation in the first quarter of 2018. Both aircrafts require flight attendants whose responsibilities are listed below.

As an Air Kiribati flight attendant you are an ambassador for not only Air Kiribati but also our nation. You will have an attention to detail, a strong customer service ethic and always focused on the safety and comfort of our passengers.

You must be willing to work irregular hours and on weekends. Air Kiribati Flight Attendants will also be rostered to work within other areas of the business which also include Air Kiribati's reservation centre as well as work as a customer service officer (check in) with international flights for Air Kiribati and clients of Air Kiribati.

ROLE AND RESPONSIBILITIES

- Announce and demonstrate safety and emergency procedures such as the use of oxygen masks, seat belts, and life jackets.

- Answer passengers' questions about flights, aircraft, weather, travel routes and services, arrival times, and/or schedules.
- Assist passengers in placing carry-on luggage in overhead or under-seat storage.
- Assist passengers while entering or disembarking the aircraft.
- Attend preflight briefings concerning weather, altitudes, routes, emergency procedures, crew coordination, lengths of flights, food and beverage services offered, and numbers of passengers.
- Check to ensure that food, beverages, blankets, emergency equipment, and other supplies are aboard and are in adequate supply.
- Conduct periodic trips through the cabin to ensure passenger comfort
- Determine special assistance needs of passengers such as small children, the elderly, or disabled persons.
- Prepare passengers and aircraft for landing, following procedures.
- Greet passengers boarding aircraft and direct them to assigned seats.
- Announce flight delays and descent preparations.
- Walk aisles of planes to verify that passengers have complied with regulations prior to take-offs and landings;
- Administer first aid to passengers in distress;
- Inspect and clean cabins, checking for any problems and making sure that cabins are in order;
- Prepare any necessary reports as requested;
- Reassure passengers when situations such as turbulence are encountered.
- Verify that first aid kits and other emergency equipment, including fire extinguishers and oxygen bottles, are in working order.
- Assist with reservations and bookings of both domestic and international services as rostered;
- Undertaking Customer Service Officer duties at the check in counter for international and domestic services where required
- Promotional duties as requested.
- Other duties as directed by Management.

SELECTION CRITERIA

- Advanced English speaking and writing skills;
- Excellent communication skills and passion for working with people;
- Minimum height of 160 cm; weight proportional to height;
- No visible tattoos while you're in cabin crew uniform;
- Previous cabin crew or first aid experience an advantage.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Graduate (Mandatory)
- Advanced education (in hospitality, aviation or business) preferable.

OTHER REQUIREMENTS

- Be medically fit to be able discharge their duties.
- Demonstrated ability to swim 500 metres;

I have read and understood the contents of this document and commit to carrying out the duties associated with this position in accordance with this document and company policy and procedures.

Name (Print): _____

Signature: _____ Date: _____

In the presence of:

Name (Print): _____

Signature: _____ Date: _____

Reviewed By:	GM COMMERCIAL OPERATIONS	Date:	9 th June 2017
Approved By:	CEO	Date:	9 th June 2017