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Front Office Duty

Job Location

Australia

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 4,000 - USD 6,500

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Hiring organization

Sydney Airport

Date posted

December 29, 2024

Valid through

31.07.2025

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Description

Front Office Duty Job in Australia – Sydney Airport Careers

Sydney Airport, one of the busiest and most iconic airports in Australia, is hiring for a **Front Office Duty** role. This position is ideal for individuals passionate about customer service and operations, offering a dynamic work environment and opportunities for career growth.

Details of Front Office Duty Job

- **Company:** Sydney Airport
- **Position:** Front Office Duty Staff
- **Location:** Sydney, Australia
- **Qualification:** High school diploma or equivalent; additional training in hospitality or customer service is a plus.
- **Experience:** 1-2 years in front office or customer-facing roles preferred.
- **Employment Type:** Full-Time/Part-Time
- **Salary:** Competitive with industry standards

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About the Role

As a Front Office Duty staff member at Sydney Airport, you will serve as the face of the organization, ensuring that passengers and visitors have a seamless and enjoyable experience. This role involves managing front desk operations, assisting travelers, and collaborating with various departments to maintain smooth operations.

Key Responsibilities

- Welcome and assist passengers, visitors, and staff with inquiries.
- Provide information on flights, airport facilities, and services.
- Handle phone calls, emails, and other communication channels professionally.
- Coordinate with security, airline staff, and other teams to address passenger concerns.
- Manage booking and check-in systems, ensuring accurate records.
- Resolve customer complaints efficiently and escalate issues when necessary.
- Maintain a clean, organized, and professional front office area.

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Requirements

- Strong interpersonal and communication skills.
- Customer-focused mindset with problem-solving abilities.
- Proficiency in MS Office and familiarity with airport management systems.
- Flexibility to work in shifts, including weekends and public holidays.
- Ability to work under pressure in a fast-paced environment.
- Legal eligibility to work in Australia.

Benefits of Working at Sydney Airport

- Competitive salary package with shift allowances.
- Access to training programs and career advancement opportunities.
- Employee discounts on airport services and products.
- Comprehensive health and wellness benefits.
- Work in a multicultural and inclusive environment.

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Why Choose Sydney Airport?

Sydney Airport is not just a gateway to the world; it is a hub of innovation, teamwork, and world-class service. Joining Sydney Airport means being part of a team that values excellence, diversity, and customer satisfaction.

How to Apply

Interested candidates can submit their applications via the **Sydney Airport Careers** portal. Ensure your resume and cover letter detail your relevant experience and enthusiasm for customer service roles.

Join the Sydney Airport Team

Be a part of Australia's premier aviation hub and contribute to creating unforgettable travel experiences. Apply for the **Front Office Duty** position at Sydney Airport today and take flight toward a rewarding career.

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