Position Available

Position	Ground handling agent

Description	★ Pre-flight support
	    arranging for permit applications needed for aircraft to use airports in Japan; including departure and arrival slot and aircraft parking spot permission, inter-domestic airport transfer permission and charter flight permission.
	★ Flight operation support
	    Supporting flight route planning, providing the latest weather information and NOTAM
	★ Ground support
	    Escorting passengers and crew, marshaling, arranging ground transportation and in-flight catering, supporting aircraft maintenance
	★ VVIP flight support
	    Coordinating with the relevant ministries and government agencies

Required skills and knowledge	★ Strong communication skills in Japanese and business level English. Fluency in Chinese is a plus. ★ Team working ★ Driving license ★ Experiences in aircraft ground handling or background in the aviation field are desirable, but not required ★ Those with no prior career in aviation are also welcome.

Work location	【Location】 Haneda, Tokyo
	【Interview】 Haneda Head Office (1-7-1 Haneda Airport, Ota-ku, Tokyo, Japan)
	        TEL +81-5708-0088　FAX +81-3-5708-0090
	        Email saiyou@jas-fbo.co.jp
	【Access】 5 minutes walk from Tokyo Monorail Seibijo Station

Shift hours	【Day time】 9:00～18:00、12:00～21:00　　　including 1 hour break time 【Night time】 15:00～24:00、18:00～3:00　　　including 1 hour break time (Average working hours: 40 hours /week)
Salary	JPY200,8000～ /month　　　　　　　　*it varies with indivisual careers, skills and age etc. • Starting on a contract basis for the first year, and converting to a permanent position in the second year depending on performances. Annual wage increase
Bonuses	2 bonuses /year (summer and winter period)
Allowances	Allowances for overtime work、Commutation allowance
Holidays	Annual holidays 116 days～ • 9 days /month on a shift basis • Summer vacation、Winter vacation、Paid vacation
Benefits	Social insurance
Others	Part time position is also available.