



TRAVEL SERVICES OFFICER. BRATISLAVA, SLOVAKIA

Job Title: Travel Services Officer

Location: Bratislava / Slovakia

Job Type:

About Us:

Are you an organized and dedicated professional looking for an exciting opportunity in the aviation industry? AirExplore is seeking talented individuals to join our team as **Travel Services Officer**. This vital role ensures that our flight and cabin crew members, along with other staff, have all the necessary arrangements for their travel and accommodations, contributing to the seamless operation of our airline.

Key Responsibilities:

- Book hotels and deadhead flight tickets for crew members and staff.
- Arrange ground transportation and manage visa arrangements.
- Monitor and coordinate cost-effective travel combinations.
- Evaluate and optimize hotel bookings and flight ticket usage.
- Communicate crew support information and updates to staff.
- Provide customer service and support regarding scheduling, policies, and procedures.
- Perform additional tasks as assigned by the Head of Travel Services.

Why Join Us?

Become part of a passionate team that plays a crucial role in ensuring the smooth operation of our flight schedules and supporting our crew members' needs. Our Travel Services department operates 24/7, including night shifts and weekends, to provide continuous support.

Employee perks, benefits

- Meal Allowance
- Working in a young and dynamic team
- Attractive environment in the aviation industry
- Financial contribution of €100 per year for cultural experiences under our SkyCulture program or for health and sports purposes under the Fly Fit program
- MultiSport card
- Birthday day off

- Mental Health Support

Candidates with education suit the position

Secondary with school-leaving examination

University education (Bachelor's degree)

University education (Master's degree)

Language skills

English - Advanced (C1) **and** Slovak - Advanced (C1)

Personality requirements and skills

- Communication skills
- Computer literacy and proficiency in MS Office applications
- Excellent organizational and planning abilities
- Perseverance and the ability to work under pressure

AirExplore is Slovakia's largest charter airline providing the most flexible, full-service ACMI solutions worldwide. Based at Bratislava Airport, the airline's fleet consists of 16 aircraft, including 8 x Boeing 737-800 and 8 x Boeing 737-800F. The company offers its clients modern aircraft, experienced crews, skilled maintenance, and comprehensive insurance coverage.