

American Airlines®

American Airlines is seeking a dynamic & self motivated applicant to fill the position of Airport Coordinator for its local operations in Bermuda.

Description:

Responsible to management for coordination of the overall operation. Resolve customer service and operational problems. Conducts agent observations and associated activities. Administers local training programs. Responsible for scheduling and manpower utilization. Maintains supplies, inventory control logs. Prepares customer correspondence, investigates discrepancies and compiles statistical data for reports. Assists management in completion of administrative duties. Acts as company representative when assigned by Country Manager.

Requirements:

Passenger service experience required. Must meet public contact profile with excellent oral and written communication skills, leadership, initiative and judgment. Must demonstrate strong administrative and analytical abilities. Must be able to lead and motivate employees in working as a team, be decisive and be able to work under demanding operational conditions. Must be able to read, write, fluently speak and understand English and the native language. High school diploma required. Flexible schedule which may include weekends and/or evening shifts. Applicable sabre and functional automation knowledge.

For consideration, please send resume, cover letter and a copy of proof of legal right to live and work in Bermuda to:

Kenneth.wainwright@aa.com

or fax

441-293-1000

Closing date: January 13, 2012