



Job Vacancies

National Airports Corporation (NAC) was legislated as a company in 2008 to manage 22 airports across PNG and is governed by the Civil Aviation Act 2000 (as amended) to provide safe, reliable and efficient airport services that meets the ICAO and CASA PNG Rules and Regulations.

NAC is currently undergoing significant infrastructure and organisational review and realignment for improved compliance to safety and security standards of ICAO and CASA PNG. The organisation is committed to transforming its airports into international standards ensuring the highest levels of safety and security for users of the airport and stakeholders at large. To support this strategic initiative NAC requires suitable candidates to be part of its Terminal Operations team at Port Moresby International Airport.

Customer Service Officers

Do you have excellent communication skills? Are you a great problem solver? Are you friendly, compassionate and emphatic towards others? If Yes, NAC invites you to join the team of vibrant individuals who will be in the forefront of terminal operations, in terms of customer service. You will be responsible for greeting travellers, assisting with luggage handling and checking in passengers through the correct check in points. Should travellers have any needs or questions, you will be the one to go to. You will also assist security and other terminal operation officers as and when the need arises.

Main Requirements:

- Dip. In Tourism & Hospitality or similar training
- Work experience would be an advantage, but not compulsory
- Fair knowledge about customer service
- Highly motivated, vibrant individual who can multi-task
- Excellent verbal and written communication skills
- Excellent interpersonal/social skills
- Ability to learn within a short period of time
- Able to work odd hours and on weekends

Trolley Attendants

As a trolley attendant you will be responsible for the collection, movement, and placement of all airport trolleys. You will ensure that all trolleys are in good working condition, they are clean, and request for repair when necessary. Routine counts and reports of trolleys will also add to the responsibility. You will also assist security and other terminal operation officers as and when the need arises.

Main Requirements:

- Must have completed Grade 12 or higher
- Work experience would be an advantage, but not compulsory
- Highly motivated, vibrant individual who can multi-task
- Excellent communication skills
- Excellent interpersonal/social skills
- Ability to learn within a short period of time
- Able to work odd hours and on weekends

TO APPLY:

Interested candidates must provide:

- Application letter stating their interest
- Updated Curriculum Vitae (CV)
- Copy of certified Educational Qualifications documents
- Copy of 3 Character References

Address all applications to:
Manager Human Resource
National Airports Corporation
PO Box 684
Boroko, NCD

Email your applications to recruitment@nac.com.pg with your position of interest as the subject. Alternatively you can hand deliver your applications to Green House Building, 7mile, Port Moresby.

For further information or enquiries, you can contact 3244400.

Note:

All applications must be submitted before C.O.B. on the 08th September, 2017. Only shortlisted applicants will be contacted for interview.

Authorized by:

Richard Yopo
Managing Director & CEO
National Airports Corporation