

# OFFICE/RAMP ASSISTANT

SEASONAL EMPLOYMENT  
BBEDC / COASTAL AIR, LLC

## QUALIFICATIONS:

- MUST BE A BBEDC CDQ RESIDENT
- MUST BE AT LEAST 18 YEARS OLD
- MUST BE ABLE TO PASS A BACKGROUND CHECK AND OBTAIN SECURITY CLEARANCE TO AIRPORT OPERATIONS AREA
- MUST BE ABLE TO PASS A DRUG TEST
- MUST HAVE A VALID DRIVERS LICENSE
- PREVIOUS CUSTOMER SERVICE EXPERIENCE PREFERRED
- GOOD ORGANIZATION AND TIME MANAGEMENT SKILLS
- FORKLIFT OPERATIONS/KNOWLEDGE PREFERRED

## DUTIES:

- LOADING AND UNLOADING AIRCRAFT
- COLLECT MAIL AND FREIGHT FOR SHIPMENT
- MUST BE ABLE TO LIFT UP TO 50LBS
- OPERATE A FORKLIFT
- TRANSPORT PASSENGERS VIA SHUTTLE BUS AND OTHER VEHICLES
- LIGHT CLEANING OF HANGER, RAMP, AND AIRCRAFT
- OTHER DUTIES AS ASSIGNED

## COMPENSATION:

- \$20.00 PER HOUR
- 40 HOURS PER WEEK WITH POSSIBLE OVERTIME
- JUNE - AUGUST 2021
- UP TO 12 WEEKS OF EMPLOYMENT

**BBEDC WILL BE WILL BE ACCEPTING APPLICATIONS  
UNTIL THE POSITION IS FILLED.**

**FOR AN APPLICATION OR MORE INFORMATION  
CONTACT BBEDC AT 907-842-4370**