Airport Operations Assistant

Related fields: **Business Management, International Business, Tourism and Hospitality**

Location: **Punta Cana, Dominican Republic**

Duration: **12 to 15 weeks**   Hours per week: **40**

Type of Organization: The internship will take place at the Punta Cana Airport.

Project profile: The objective of the internship is to involve the students in the work of the various operational areas of the airport, the student will learn how to manage areas such as, Operations Center, Terminals Supervision, VIP rooms and terminals, and AMS (Airport Management Solution).

Objectives of the Internship: To familiarize the intern with the departmental structure of each airport unit, and how they interact with each other to provide high quality service to their airport customers.

- OPERATIONS CENTER: Information and emergency support by phone, summary of operations, weather report, Infopax operation, long-term parking release.
- TERMINAL SUPERVISION: Gates and counters assignments, monitoring terminal cleaning, infrastructure monitoring, Infopax management, on and off belts, coordination with government entities, porters coordination.
- VIP ROOMS AND TERMINALS: Assist arrivals and departures, customer reception and processes with entities, check-in and boarding process, bouchers receiving, flight plans, customer srvices (snaks, etc.), shipping documents preparation, arrivals and departures monitoring.
- AMS (AIRPORT MANAGEMENT SOLUTION): Data collection on ramp, aircrafts arrival and departures, number of passengers, etc. cargo manifests collection, statistics data entry, ramp supervision, landing strip inspection, daily scheduling meeting.

Requirements:

- Business Management, International Business, Tourism and Hospitality students or graduates
- High intermediate level in the Spanish language, other language is a plus.
- Ability to use standard MS office apps: Word, Power Point y Excel.
- Good communication skills
- Be able to work in a team

Opportunities:

- Strengthen the knowledge of the area
- Develop analytical and problem solving skills
- Test the leadership and creativity skills

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