

EVA Airways Corporation is part of the Evergreen Group and is an international Passenger and Cargo Airline originating from Taiwan. EVA Airways Corporation currently have 3 passenger flights per week flying from Amsterdam via Bangkok to Taipei.

For our Netherlands branch, we are looking for a new colleague joining our Cargo team at our office located at Schiphol South-East on which we welcome applicants for the vacancy of:

Junior Cargo Sales & Reservations Officer (40 hours per week)

As Junior Cargo Sales & Reservations officer you will be responsible to maintain ongoing-/establish new-business collaborations; ensure that assigned allocations are fulfilled where Job duties includes the following but not limited to:

- Account Coordinator (maintain ongoing-/establish new- business collaborations);
- Pricing Control (Quote-/Negotiate rates to/with customers & process in system);
- Booking Control (handle and process incoming reservations and customer's daily & monthly bookings by email and/or phone);
- Space Control (ensuring and optimize flight's maximum load factor);
- Customer Services (handle and process incoming after-sales requests: e.g. booking-status/service failures, claims);
- Export Trucking (truck ordering and follow-up);
- Preparing weekly-/monthly sales reports;
- Being intermediate link between customers, our local Operations Team, other Europe office and HDQ Sales or Space Control.

Your profile:

- Junior (MBO level) entry;
- Being able to carry out duties with great accuracy;
- Being able to prioritize cases and flexibly multi-tasks;
- Have both in English and Dutch writing and speaking communication skills;
- Have a feeling for responsibility and organized working style;
- Have a pro-active and customer services oriented attitude;
- Computer & Telephone literate;
- In possession of driver license B;
- Available to work evening, during week-ends and public holidays;
- (Basic) Knowledge and experience preferred but not a must;
- You must undergo and pass the Security- and criminal screening by (Dutch-) Government (will be done upon joining the company.);
- Applicant must be in possession of a Dutch working permit.

What we offer:

- A fulltime position at our Cargo office in Schiphol – Zuidoost based on 40 hours per week;
- An all-round function with chances to develop yourself on personal & professional level;
- Other secondary employment benefits such as a 13th month, discounted airline tickets after 6 months;

Information and application:

To apply for this position, please send **your motivation letter and resume in English** to amsaabr@evaair.com. Should you not receive an invitation for an interview within 1-month, please accept that for this position you were unsuccessful.

We at EVA Airways Corporation are looking forward to your application.

Acquisition on this vacancy is not appreciated.