



Menzies Aviation Internship

June 2016



we are Menzies Aviation





Menzies Aviation is a global provider of passenger, ramp and cargo handling services.

Menzies has grown rapidly since its conception in 1995. Through a combination of organic growth, acquisitions and the development of niche opportunities, we have established ourselves as a major force in the international ground handling industry.

Operating at 140 stations in 31 countries and supported by a worldwide team of more than 21,500 people, we serve over 500 airline customers handling over 1.2 million flights and 1.7 million tonnes of cargo per annum.

Delivering a consistent and reliable operation, focused on meeting the needs of our airline customers, is at the centre of everything we do.



Our Services

Ramp Handling



Passenger Handling



Cargo Handling



General Aviation & FBO





S → Safety & Security

P → Passion

I → Integrity

R → Reliability

I → Innovation

T → Teamwork



✓ Safety comes always FIRST

✓ Personal treatment with each of our customers

✓ We are open and honest in communication

✓ Drive for improvement: we are ambitious in doing better things

✓ High quality services: we deliver excellence in everything we do

✓ Pleasant working environment: we keep our employees happy at all times



Passenger Handling - Main Accountabilities and Duties

- To consistently deliver the highest possible level of customer service at all times
- To process in a professional and confident way any Passenger questions or queries.
- Ensure that all services are provided in accordance with Company Policy and vehicle legislation.
- To ensure the best use of all the Company's resources and assets at all times.
- To carry out all Ground Handling related activities as directed by the Company through its policies, procedures and training to facilitate the success of the operation in which you have been trained.
- Fully comply with and implement all Company policies including Data Protection
- Adhere to and implement the Airport Operator's policies and directives.
- Check passengers tickets/confirmation together with relevant identification appropriate to flight, in accordance with the relevant training received.
- Check hand bags and follow procedures for charging passengers in accordance with the relevant training received.
- Make announcements in accordance with the relevant training received.
- Board passengers onto flights whilst complying with Triple AAA procedures in accordance with training received.



The ideal candidate

- Speaks English;
- Has excellent abilities in the communication area;
- Is capable of understanding and following instructions and procedures;
- Has an outstanding way of conduct their selves;
- Is available to an work schedule adapted to the activity in the Airport;
- Is perfectly capable of working in a team.



- A professional work environment;
- Attending of training sessions performed at an international level;
- The opportunity to work on your communication skills;
- Better understanding of 'team spirit';
- Passenger Handling agent diploma recognised at an international level;

- *The opportunity of becoming one of our permanent employees.*



Join our team!!!!

Send your CV by June 10th 2016 to the email address bellow (with the remark on the Subject line : Internship)

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- The interviews will be conducted between 13-17 June 2016 and the candidate names for the Passenger Handling course will be communicated by June 21st.
- At the end of the 3 month internship, you will receive a letter of accomplishment recognised in the Aviation Industry.