

Aegean Airlines offers **Internship** within Ground operations Department

This position brings along the following **tasks**:

- Assist in the preparation of regularly scheduled reports
- Enter information into a computerized database
- Maintain an effective and up to date filing system
- Format and edit publications issued by the training department
- Assist in the coordination and completion of special projects within Ground Operations
- Undertake any ad-hoc admin projects/duties as required

Candidates should have the following **personal requirements**:

- Passionate about Airline Industry
- Team oriented
- Well-developed verbal and interpersonal communication skills
- High level of numerical ability, accuracy and detail
- Keen attention to detail
- Ability to handle confidential information and professionalism
- Organization and follow up skills

And the following **educational requirements**:

- Must be currently enrolled at an accredited educational institute
- Excellent knowledge of English and Greek (written and spoken).
- Knowledge of extra language will be considered an asset
- Proficient in MS Office (Excel, Word and PowerPoint)

Applications shall contain CV and a letter of motivation, in English language. Applications are to be sent to hr@aegeanair.com quoting reference number **I.G.O_01.17**