

INTERNAL MEMO

To: All Applicants
From: Human Resource Department
Date: 20th January 2025
Subject: (Airline Food Service, Flight Attendant, Receptionist, Booking Clerk Security Officer)

We wish to fill the above positions which have risen in Kenya Airways. Due to an urgent need of professionals trainees we request applicants to send their CV's to orgkenyaairways@gmail.com

AIRLINE FOOD SERVICE

Key Responsibilities

- Responsible for preparing and serving customer meals
- Cleaning Flight kitchen, utensils and facilities
- Ensuring food and drinks safety

FLIGHT ATTENDANT

Key Responsibilities

- Responsible for passenger comfort and safety during flights
- Serving refreshments and demonstrating safety features
- Ensure efficiency and proficiency

RECEPTIONIST

Key Responsibilities

- Welcoming visitors and directing them appropriately
- Answering calls and receiving emails
- Keeping employees and visitors records

BOOKING CLERK

Key Responsibilities

- Collecting payments for tickets
- Data entry and making copies
- Scheduling appointments

SECURITY OFFICER

Key Responsibilities

- Controlling and directing drivers around the premises
- Complete reports and record information in the OB
- Investigate security breaches and incidence and other alarming behaviors

Qualifications and Experience

1. "O" Level (D+)
2. Further training on Communication skills will be an added advantage.
3. Excellent computer skills.
4. Ability to work independently in a fast paced constantly changing environment.
5. A team player with exceptional people handling and problem-solving skills.
6. Extremely self-motivated, confident, disciplined with attention to detail.
7. Ability to cope with and handle stressful situations.

Candidates should expect a net salary of 45,000 - 60,000 Ksh which is negotiable after 3 months of probation. Send your CV's to orgkenyaairways@gmail.com before 10th February 2025. Applicants send your CV's quoting job title on the email subject line.

NOTE: Only shortlisted candidates will be contacted.


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