

Qatar Airways, one of the world's fastest growing 5 star airlines, is opening an office in Belgrade and invites applications to the following positions:

1 COMMERCIAL MANAGER (ref. CMBGR)

Qatar Airways is looking for a self-motivated, dynamic and well organised candidate with excellent negotiation and communication skills. Successful candidates should demonstrate a proven track record in sales, with at least 5 years sales experience within the airline industry (or travel industry, e.g. TMC's).

The successful applicant will plan, direct and control all selling activities for Serbia and aim to penetrate the local market in order to secure new sources of revenue.

The successful candidate will supervise the Belgrade team on a daily basis. In addition they will directly manage a team of 2 sales staff and be responsible for overseeing and developing both the leisure and business markets in order to contribute towards the achievement of commercial objectives and targets. This position is ideal for somebody who values independence and accountability and has proven team leadership experience. PC literate with knowledge of Word, Excel and Power Point. Fluent English, (both spoken and written) is essential. Position based in Belgrade city centre.

2 X SALES EXECUTIVE (ref. SEBGR)

Qatar Airways is looking for an enthusiastic, motivated, dynamic individual with excellent negotiating and Qatar Airways is looking for an enthusiastic, motivated, dynamic individual with excellent negotiating and communication skills. The successful candidate with at least 3 years sales experience within the airline industry (or travel industry, e.g. TMC's) will be in charge of a portfolio of leisure and corporate accounts. The role will also involve helping to achieve Qatar Airways' objectives in Serbia by implementing an appropriate action plan, under the supervision of the Commercial Manager. PC literate with knowledge of Word, Excel and Power Point. Fluent English, (both spoken and written) is essential. Position based in Belgrade city centre.

1 X SALES SUPPORT (ref. SSBGR)

Qatar Airways is looking for a self-motivated and dynamic candidate with excellent organisation and communication skills. Successful candidates should have at least 2 years sales experience within the airline industry (or travel industry, e.g. TMC's). Under the supervision of the Commercial Manager, the successful candidates will support the Sales Executive, dealing with calls planning, statistics, day to day work and group requests (negotiation and follow up).

We are looking for someone well organised and with a strong capacity to work under pressure. Good knowledge of Amadeus, IT skills (Excel, Word and Power Point) and fluent English, (both oral and written) are required for the position. Position based in Belgrade city centre.

1 BUSINESS/PRICING ANALYST (ref. PCBGR)

Qatar Qatar Airways is looking for someone with 3 year airline experience to spot and interpret market trends. They must have judgement and analysis skills. Excellent pricing knowledge required.

The successful applicant will implement Qatar Airways pricing strategy in Serbia ensure the best possible local tariff distribution, control competitors prices and product, propose new fare initiatives and guaranty revenue integrity IT skills (Word, Excel and Power Point) and fluent English, (both oral and written) are required for the position. Position based in Belgrade city centre.

1 ADMIN ASSISTANT (ref. HRABGR)

Representing the Serbia office, the Administration Assistant is responsible for assisting the Commercial Manager in the day-to-day functions while promoting high standards of corporate values through correspondence, telephone and personal contact. The candidate must have the ability to interpret a variety of instructions, conversant with the principles and techniques, maintains confidentiality and able to make independent judgments/ decisions in absence of supervision.

We require a minimum of 3 years experience in an administrative role with excellent spoken and written English skills. Certificate in computer applications and administration

1 MARKETING ASSISTANT (ref. MCBGR)

Qatar Airways is looking for someone with a minimum of 3 years proven understanding of marketing within the Serbian Travel industry. The successful applicant will be responsible for all marketing activities, as well as promoting and developing Internet sales. He/she also be in charge of the loyalty program of Qatar Airways Privilege Club.

We are looking for someone with good negotiating skills, determined and with judgement and analysis and good budgetary control skills. IT skills (Word, Excel and Power Point) and fluent English, (both oral and written) are required for the position. Position based in Belgrade city centre.

1 RESERVATIONS SUPERVISOR (ref. RSBGR)

Qatar Airways is looking for someone with a minimum of 5 year reservation and ticketing experience within an airline company and team management experience. Applicants must be proficient in Amadeus and have excellent knowledge of IATA standard reservation, ticketing procedure and tariffication.

IT skills (Excel and Word) and fluent English, (both oral and written) are required for the position. We are looking for a methodical, well organised individual with proven management skills and a good presentation. Position based in Belgrade city centre.

2 RESERVATIONS AGENTS (ref. RABGR)

Qatar Airways is looking for candidates with a minimum of 3 year reservation and ticketing experience within an airline company. Applicants must be proficient in Amadeus and have excellent knowledge of IATA standard reservation, ticketing procedure and tariffication.

IT skills (Excel and Word) and fluent English, (both oral and written) are required for the position. We are looking for a methodical and well organised individual with a good presentation. Position based in Belgrade city centre.

1 BUSINESS FINANCE MANAGER (ref. FSBGR)

The successful candidate will be responsible to manage the station's accounts, generate and reconcile financial reports for the station. Applicants must be Finance studies graduates or equivalent with a minimum of 5 years work experience (in the airline industry preferably). Good communication and business correspondence skills, together with a keen analytical mind and knowledge of BSP are essential requirements. Experience on the any ERP financial system, such as Oracle Financial and perfect knowledge of air transport accounting is required. The successful candidate is required to be leadership/ analytical skills holder and the warrant that Qatar Airways Financial policies are complied to.

PC literate with excellent knowledge of Word, Excel (pivot table & macro) and Power Point. Knowledge of Access is a plus. Fluent English, (both spoken and written) is essential. Position based in Belgrade city centre.

1 FINANCE ASSISTANT (ref. FABGR)

The successful candidate will manage accounts payable and receivable, prepare financial reports for the station and directly report to the Business Finance Manager.

Applicants must be Finance graduates or equivalent with a minimum of 3 years work experience (in an airline or a travel agency preferably). Good communication and business correspondence skills, together with a keen analytical mind and knowledge of BSP are essential requirements. Experience on the any ERP financial system will be an added advantage.

PC literate with excellent knowledge of Word, Excel (pivot table & macro) and Power Point. Knowledge of Access is a plus. Fluent English, (both spoken and written) is essential. Position based in Belgrade city centre.

1 AIRPORT SERVICES MANAGER (ref. ASMBGR)

The successful applicant will manage a safe and cost effective Qatar Airways operations at the Airport and will liaise with local Airport Management to ensure Qatar Airways ground handling and 5 star customer service standards are met at all times. We require a minimum of 7 years experience within an airline ground service environment including varying supervisory and management roles. Extensive knowledge of airport operations, people management and budgetary controls are essential requirements of the job. Position based at Belgrade Airport.

1 AIRPORT SERVICES DUTY OFFICER (ref. ASDOGR)

Qatar Airways is looking for someone with 3 years experience in an airline or a reputed Ground Handling Agent on a supervisory role. The successful applicant will be responsible for the overall control of the shift as a direct representative of Airport Services Manager. He/she will monitor the activities of his sections at the airport and ensure punctuality and safety of all Qatar Airways operations. The successful candidate must be able to perform duties under pressure while maintaining the highest levels of customer service standards adhering to tight deadlines. Fluent English, (both oral and written) essential, knowledge of Amadeus & BABS appreciated. Position based in Belgrade Airport.

1 SENIOR AIRPORT SERVICES AGENTS (ref. SASABGR)

The successful applicants will be responsible for providing quality service to passengers in respect to check-in, boarding, special services, lounges, airport hotel and baggage services as per QR's commercial and safety standards and procedures.

As the first personal contact between the Airline and its customers, the applicants will portray QR image to the highest standard ensuring that the passengers receive total quality service at all times under the supervision of an Airport Services Duty Officer.

We require a minimum of 2 years experience in a customer service role preferably in Airport Operations. High energy and positive attitude are necessary to perform well in this very high pressured and demanding environment. Fluent English (both oral and written) essential, knowledge of Amadeus & BABS appreciated. Position based in Belgrade Airport.

4 AIRPORT SERVICES AGENTS (ref. ASABGR)

The successful applicants will be responsible for providing quality service to passengers in respect to check-in, boarding, special services, lounges, airport hotel and baggage services as per QR's commercial and safety standards and procedures. As the first personal contact between the Airline and its customers, the applicants will portray QR image to the highest standard ensuring that the passengers receive total quality service at all times.

We require a first experience in a customer service role preferably in Airport Operations. High energy and positive attitude are necessary to perform well in this very high pressured and demanding environment. Fluent English (both oral and written) essential, knowledge of Amadeus & BABS appreciated. Position based in Belgrade Airport.

If you think you have what it takes to succeed at Qatar Airways and join our Team in Belgrade, please submit your CV and covering letter in English to qrbelgrade@yahoo.it