



Flight Coordinator-Part-time

About ACIS

ACIS Educational Tours are built on a passionate belief that travel changes lives. Since 1978, we've guided teachers and students on over a half million unforgettable tours. By traveling on an ACIS tour, students gain insight not just from seeing famous places, but also from observing life in and around them. Our commitment to changing lives one by one has made ACIS the best known, most respected name in educational travel.

Job Overview

We are seeking a highly-motivated individual to join our Flights team. The Flight Coordinator will start on the ground floor, assisting fellow Flights team members with their tasks while taking ownership of smaller projects as well. The job will be a great introduction to life in a medium-sized flights department with wide-ranging responsibilities.

Specific Responsibilities

- Using our Sabre system make upgrade requests, seat assignments and meal requests.
- Ensure quality control for groups getting ready to travel.
- Assist in booking groups for the following calendar year as they come into range.
- Assist with ARC reporting.
- Issue tickets and process exchanges and refunds.

Job Requirements

- Strong written and oral communication skills
- Adept in using the computer
- Demonstrated analytical ability
- Familiarity with Sabre a plus
- Team player with a willingness to learn
- Strong organizational skills
- Keen attention to detail and ability to perform in deadline-driven environments

Please send a cover letter and resume to: *ACIS, Attn: HR, 343 Congress Street, Suite 3100, Boston, MA 02210* or email: hr@acis.com

