



**JAS**

Airport Services

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Station : Denpasar



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# Passenger Services

## Responsibilities :

- Provide assistance and related customer services at the check in counter, boarding gate, lost and found in order to help operations run smooth.
- Must be knowledgeable of all airline procedures and policies to instill customer confidence.
- Taking care of people with special needs, and unaccompanied children.

## Requirements :

- Male & Female, max. 30 years old.
- Height at least 158 cm (Female), 168 cm (Male).
- Minimum education High School Diploma (SMA/K).
- A well groomed appearance and attractive.
- Fluent using English as daily working communication.
- Agree to work shift hour.
- Willing to work at I Gusti Ngurah Rai International Airport, Denpasar, Bali.



# Baggage Services

## Responsibilities :

- Manage baggage according to the loading plan.
- Ensure that all baggage tag is recorded properly and accurate.
- Ensuring baggage handling equipment/containers is in good condition.
- Following safety and security guidelines to avoid injuries or loss of baggage.
- Ensuring baggage are sorted correctly based on destinations and flight information.

## Requirements :

- Male & Female, max. 30 years old.
- Minimum education High School Diploma (SMA/K).
- Good customer orientation
- Good English communication skill
- Good knowledge on aviation and airlines product
- Able to work in a team or individually and work in shifts.
- Willing to work at **I Gusti Ngurah Rai International Airport, Denpasar, Bali.**

# Aircraft Interior Cleaning

## Responsibilities :

- Clean aircraft interiors, including seats, tray tables, overhead bins, lavatories, and galley areas
- Dispose of waste and restock supplies such as tissues, magazines, and safety cards
- Ensure all tasks are completed efficiently within the aircraft turnaround time
- Follow safety and cleanliness standards as per company and aviation regulations
- Work collaboratively with the team and report any irregularities to the supervisor

## Requirements :

- Maximum age of 30 years
- Physically and mentally healthy
- Minimum education: Senior High School (SMA/SMK)
- Well-groomed, neat, and presentable appearance
- Willing to work in shifts
- Willing to work at **I Gusti Ngurah Rai International Airport, Denpasar, Bali.**



# GSE Operator

## Responsibilities :

- Operate Ground Support Equipment (GSE) such as BTT, BCS, LLD, Pushback, and other support equipment in accordance with safety procedures and IATA AHM standards.
- Perform daily inspections and report the condition of GSE before and after use.
- Ensure GSE is parked and operated in safe areas without obstructing apron traffic.
- Maintain clear communication with Marshallers, Ramp Agents, and Load Masters during aircraft handling operations.
- Ensure there are no fuel or oil spills, or any other hazardous conditions on the apron.
- Immediately report any damage, incidents, or potential hazards to the supervisor.

## Requirements :

- Minimum education: Senior High School (SMA) or equivalent.
- Possess a valid GSE license appropriate to the type of equipment operated.
- Knowledge of safety procedures in the apron area.
- Disciplined, responsive, and able to work under pressure.
- Strong communication skills and ability to work in a team.
- Understanding of cargo and baggage handling standards.
- Willing to work at **I Gusti Ngurah Rai International Airport, Denpasar, Bali.**



# Load Master

## Responsibilities :

- Coordinate and supervise all ramp activities during the loading and unloading of cargo and baggage.
- Ensure proper placement of containers and baggage on the aircraft in accordance with the Loading Instruction Report (LIR/LDM) and the Weight & Balance Manual.
- Verify that all containers/pallets are properly secured in the cargo compartment (ULD Locking).
- Inspect the condition of the cargo hold, door sill, and cargo locks before and after loading.
- Coordinate closely with GSE Operators, Porters, Load Control, and Flight Crew (FC) during aircraft handling operations.
- Sign and submit the Final LIR (Loading Instruction Report) to Load Control after loading is completed.
- Report any irregularities, damaged ULDs, or procedural discrepancies immediately.

## Requirements :

- Minimum education: Senior High School (SMA) or equivalent.
- Possess a valid GSE license appropriate to the type of equipment operated.
- Knowledge of safety procedures in the apron area.
- Disciplined, responsive, and able to work under pressure.
- Strong communication skills and ability to work in a team.
- Understanding of cargo and baggage handling standards.
- Willing to work at **I Gusti Ngurah Rai International Airport, Denpasar, Bali.**



# Aviation Security

## Responsibilities :

- Implement security measures in accordance with the Ground Handling Security Manual, applicable SOPs, and Service Level Agreements with airlines.
- Manage passenger and baggage security procedures in compliance with established SOPs.
- Conduct additional security checks on passenger belongings as agreed with the airline.
- Monitor and ensure the security of checked baggage from check-in to aircraft loading.
- Perform security inspections on personnel and their belongings entering restricted areas in the cargo zone.
- Conduct security operations, including patrols, monitoring, and passenger assistance.

## Requirements :

- Male/Female, max. 30 years old
- Minimum height: 170 cm (Male), 160 cm (Female)
- Minimum education: High School Diploma (SMA/K)
- Hold a valid Basic AVSEC License
- Physically and mentally healthy, with no color blindness
- Emotionally stable, with no visible tattoos or piercings
- Presentable appearance, with good communication and interpersonal skills
- Computer literate
- Disciplined, responsible, and high integrity
- Willing to work in shifts
- Good conduct proven by valid Police Clearance Certificate (SKCK)
- Willing to be assigned at **I Gusti Ngurah Rai International Airport, Denpasar, Bali**

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# Flight Coordinator

## Responsibilities :

- Collaborating with the airline's flight planning department to create and optimize flight routes, taking into account factors such as weather conditions, air traffic, and fuel efficiency. Ensuring that all required documentation is complete and up-to-date.
- Maintaining effective communication with flight crews, ground personnel, and other relevant parties to ensure a smooth flow of information and coordination.
- Coordinating with ATC to adjust flight plans as necessary.
- Ensuring that the aircraft is within weight and balance limits, and conducting performance calculations to ensure safe takeoffs and landings.
- Ensuring that all flight plans and operations comply with relevant aviation regulations and company policies.
- Staying informed about changes in regulations, procedures, and technology that may impact flight operations. Keeping up-to-date with industry developments.

## Requirements :

- Min. Senior High School with 1 year experience in general aviation industry.
- Maximum age of 30 years.
- Competent in Written and spoken English.
- Have a FOO License (Active) .
- Understand in ground handling operations and / or IATA SGHA will be a plus point.
- Excellent communication and interpersonal skill.
- Good customer orientation, excellent facilitator and a can do attitude.
- Detail oriented, able to calculate, analyze and plan.
- Willing to work at **I Gusti Ngurah Rai International Airport, Denpasar, Bali.**





# Commercial Relations Executive

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As a Commercial Relations Executive, you will be instrumental in expanding and nurturing our partnership with the airlines. Your primary focus will be to cultivate strong relationships with both local and international airline stakeholders, leveraging your excellent English communication skills to engage with our international clientele. Mandarin, Japanese, Korean, Arabic speaker is a plus point.

You will drive our businesses by actively selling our services to prospective airlines, crafting compelling proposals that secure new contracts for JAS. Furthermore, you will strategically manage and renew existing customer contracts, ensuring an improved value proposition for JAS. This includes pre-sales and post-sales follow up with the customers, meticulously processing contracts, ensuring proper socialization, and maintaining accurate records. As part of Customer engagement, you will be planning and executing Customer Events, as and when required.

## Requirements:

- Degree in any discipline.
- Exceptional proficiency in written and spoken English is essential.
- Strong command of Microsoft Office Suite (Excel, Word, PowerPoint) is a must.
- Proven sales and/or marketing experience with a track record of success.
- Excellent administrative and presentation skills.
- Highly detail-oriented, with strong analytical, numerical, and planning abilities.
- Mature, eager to learn, and possessing a pleasant personality with strong relationship-building and discussion facilitation skills.
- Positive, energetic, and adaptable, with the ability to capture attention and effectively present our services.
- Knowledge of ground handling and/or cargo handling operations is required.
- Familiarity with IATA SGHA is a plus.
- Third language e.g. Korean, Japanese, Mandarin and Arabic is a plus.
- Flexibility to travel on short notice, both domestically and internationally.

# SHOW US YOUR POTENTIAL, SUBMIT YOUR RESUME!

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 **recruitment.dps@ptjas.co.id**

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**If you are interested in becoming a part of JAS, please submit your resume to the recruitment department. We look forward to having you join us.**

**Recruitment Scams & Fraud Warning :**  
**We never ask for the exchange of money in the Recruitment process.**



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