



1. JOB TITLE: **Accountant**

Job Description:

Are you a detail-oriented individual with a passion for numbers? We are seeking a talented Accountant to join our vibrant team. In this role, you'll play a vital part in ensuring that cost and expense documents are accurately recorded. Your meticulous attention to detail will be essential in reflecting revenue and expenses in our accounting records, adhering to applicable legislation, company regulations, circular letters, approvals, and generally accepted accounting principles. You'll also be responsible for communicating activities required by local laws to our certified public accountant and diligently monitoring compliance.

Responsibilities:

- Timely monitor and verify revenues from our sales management, ensuring compliance with relevant laws, legislation, and regulations. Your expertise in recording these revenues accurately in our accounting records will be invaluable.
- Respond to requests by providing comprehensive office income, cost, financing, and financial statistical information to the Sales Manager or your immediate superior.
- Take charge of timely bank deposits for sales proceeds (Office+BSP+Cargo+CASS+GSA) and diligently record them.
- Efficiently process payments for approved expenditures, strictly following written approvals. Your keen eye for detail will ensure proper accounting records and the best interests of the company. Additionally, handle disbursements of allowances as necessary.
- Maintain the annual cost budget sheet and keep a close watch on costs, making sure they align with the budget limits. Take proactive steps to prevent exceeding budget portions and promptly inform your superior.

- Skillfully manage administrative affairs and diligently follow up on related issues.

Desired Skills & Experience:

- Bachelor's degree or at least high school graduation.
- Preferably, at least one year of experience in finance, accounting, monthly close, and financial reporting.
- Proficient knowledge of generally accepted accounting principles, procedures, and their practical application.
- Familiarity and competency with MS Office products.
- Excellent command of English and local language(s).
- Valid work permit or citizenship (the company does not provide or assist with work permits).
- Demonstrated sense of responsibility and the ability to make accurate and effective decisions. Highly organized, detail-oriented, and skilled in analyzing various data.
- Experience with SAP system preferred.
- A collaborative team player who can also work independently when required, thriving in a fast-paced environment.
- Proactive problem-solving skills.

We strive to bring the far close by making the world move through our wings. We are working with all our strength to offer our guests a unique experience while connecting 340 destinations around the world. We would like to see you among us in our success story to which each member of our family contributes. Now it is time to grow our family with you to achieve greater goals.

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2. JOB TITLE: Sales and Station Agent

Are you ready to embark on a rewarding career as a Sales and Station Agent? At Turkish Airlines, known for its exceptional hospitality, we are seeking bright and enthusiastic individuals to join our welcoming team. As a Sales and Station Agent, you will play a crucial role in providing outstanding passenger services, creating memorable experiences, and ensuring seamless operations at our Sales Office,

Airport Office, or both. If you thrive in a fast-paced environment, enjoy interacting with passengers, and are known for your go-getter attitude, this is the perfect opportunity for you. Join us and become a valued member of our team as we strive to deliver exceptional service and elevate the travel experience for our passengers!

Job Description:

- With a warm and friendly demeanor, you will handle Reservation/Booking, Ticket Sales, Information, and Passenger Operations (Check-in, Manifest preparation) services.
- Your responsibilities will include calculating fares, arranging routes based on passenger requests, providing schedule and fare information, and ensuring seamless coordination throughout the passenger journey. You'll handle reservation/booking requests with efficiency and issue tickets for both domestic and international flights. Additionally, you'll handle processes such as Endorsement, Rerouting, and the return of tickets.
- As the aircraft arrives, you'll warmly welcome passengers and facilitate smooth coordination and communication between the crew, handling agent, catering, cleaning, air traffic, customs, and immigration. You'll ensure that all necessary flight documents are prepared accurately and completely, place orders for daily catering services, and maintain comprehensive flight records. Post-flight, you'll handle the accurate filing of documents and perform statistical analysis of flight coupons.
- In cases of lost baggage, you'll diligently coordinate with the handling agent to locate and deliver lost items to their owners. If necessary, you'll follow the compensation process accordingly.
- To support effective management, you'll report and register operational income, cost, financing, and financial statistical information in relevant IT systems like SAP, ERP, and DOP.

Desired Skills & Experience:

- Bachelor's degree or at least high school graduation.
- Permanent residence permit in the respective country (the company does not provide or assist with work permits).
- Minimum of 1 year experience in civil aviation or tourism.
- The ability to thrive in high-pressure situations.
- Excellent command of English and proficiency in local language(s).
- Availability to work in shifts, including overnight shifts.
- A team player who can also work independently when needed.
- Ability to multitask effectively and handle multiple tasks simultaneously.

- Good knowledge and experience with a major Computer Reservations System (Troya or Quickres experience is a plus).
- Strong oral and written communication skills.
- Demonstrated a sense of responsibility and the ability to make accurate and effective decisions.

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