

FlySafair: Refund Internships 2024 New Hiring

Description

FlySafair is seeking dedicated and enthusiastic interns to join our Refund Department. As a Refund Intern, you will gain practical experience in handling refund requests, processing transactions, and resolving customer inquiries related to refunds. This internship offers an excellent opportunity for individuals interested in the airline industry and seeking to develop their expertise in customer service, finance, and administrative functions.

Responsibilities

- Assist in managing and processing customer refund requests according to established procedures and guidelines.
- Handle incoming refund inquiries via phone, email, or other communication channels and provide timely and accurate assistance to customers.
- Work collaboratively with the Refund Team to ensure efficient and accurate processing of transactions.
- Maintain detailed records of refund transactions and update relevant databases/systems accordingly.
- Collaborate with other departments to resolve complex refund-related issues and escalations.
- Support in analyzing refund trends and contributing ideas for process improvements to enhance efficiency and customer satisfaction.
- Adhere to company policies, compliance regulations, and data protection standards in all refund-related activities.

Qualifications

- Currently pursuing a degree in Business Administration, Finance, Aviation Management, or a related field.
- Strong attention to detail with excellent organizational and multitasking abilities.
- Proficient computer skills, including MS Office applications and the ability to learn new software/systems quickly.
- Effective communication skills, both verbal and written, with a customer-centric approach.
- Ability to work well in a team environment and adapt to a fast-paced, dynamic work setting.
- A passion for the aviation industry and a commitment to delivering exceptional customer service.

Job Benefits

- Hands-on experience in a dynamic and growing airline industry.
- Mentorship and guidance from experienced professionals within the Refund Department.
- Opportunity to enhance skills in customer service, finance, and administrative functions.
- Exposure to real-world scenarios and challenges in managing customer

Hiring organization

FlySafair

Employment Type

Intern

Duration of employment

3 Months

Industry

Aviation and Aerospace Component Manufacturing

Job Location

Kempton Park, Gauteng, South Africa, 1619, Kempton Park, Gauteng, South Africa

Working Hours

09

Date posted

May 10, 2024

Valid through

03.01.2025

refunds.

- Potential for career growth and development within FlySafair based on performance.

Contacts

1. Prepare Your Application Materials:

- Update your resume/CV to highlight relevant coursework, skills, and experiences related to business administration, finance, aviation management, or customer service.
- Craft a concise and tailored cover letter expressing your interest in the internship, explaining why you're a suitable candidate, and outlining how your skills align with the position's requirements.

2. Visit the FlySafair Careers Page:

- Go to the FlySafair official website and navigate to the "Careers" or "Jobs" section.
- Look for the internship opening for the Refund Intern position. Check if the application window is currently open.

3. Complete the Online Application:

- Follow the instructions provided on the job posting to complete the online application form.
- Upload your updated resume/CV and cover letter as per the application guidelines.

4. Double-Check Your Application:

- Before submitting, review your application materials to ensure accuracy and completeness.
- Verify that all required fields are filled, and documents are attached.

5. Submit Your Application:

- Click the "Submit" or "Apply" button to send your application through the FlySafair online portal.

6. Follow Up (Optional):

- Consider following up on your application after a reasonable period, if contact information is available. A polite email expressing continued interest and enthusiasm can demonstrate your commitment.

7. Prepare for Potential Interviews:

- If selected for an interview, prepare by researching FlySafair, understanding the role's responsibilities, and being ready to discuss your skills and experiences.