



## **VACANCY NOTICE**

### **RESERVATION SYSTEMS OFFICER**

Solomon Airlines Ltd is looking for an enthusiastic, confident and suitably qualified and interested person with a passion to seek out opportunities to improve processes and solving everyday challenges in a proactive manner. The Reservation Systems Officer will join our Commercial team.

**1. Responsibilities include but not limited to:**

- Develop and execute regular reporting on revenue and costs to Executive Management.
- Check site content and systems regularly to ensure that they are working properly.
- Creation, monitoring and updating of domestic and international flights periods and loadings.
- Manage flight inventory settings and control the revenue outcome for each flight.
- Report any Aviator System issues and discrepancy to Aviator Support Team and ensure they are monitored and fixed in a timely manner.
- Coordinate and prepare Revenue Management and provide fortnightly and monthly revenue summary and Yield summary reports from Aviator for Executive Management as approved by Manager Commercial.

**2. Required qualification and skills**

Individual must possess the following:

- Bachelor's Degree in Information System or equivalent.
- At least 2 years' experience in relevant field
- High degree of competency in Excel, Microsoft Word, Power Point programs
- Familiarity with social media platforms and capability to implement a wide spectrum of social media marketing campaigns.
- Digital native and information seeker
- Strong analytical ability and decision-making skills
- Excellent written and verbal communication skills.
- Good organizational and time management skills

**3. How to apply**

Submit your completed application form (provided) together with your detailed CV and email or address to:

Manager Human Resource  
Solomon Airlines Ltd  
P O Box 23  
**HONIARA**

OR Email : [hr\\_admin@flysolomons.com.sb](mailto:hr_admin@flysolomons.com.sb)

**Application will close on Friday 26 September 2025 @ 4:30pm**



### **Applicant Personal Information**

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Denomination: \_\_\_\_\_

Marital status: \_\_\_\_\_

Nationality: \_\_\_\_\_

No. of Dependent(s): \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? ☐ Y or ☐ N. NB, A condition of employment will require you to obtain a police clearance.

If yes, please describe the crime - state the nature of the crime(s), when and where convicted, and the disposition (final settlement) of the case:

\_\_\_\_\_

Have you had 2 shots of the Covid-19 vaccination? ☐ Y or ☐ N. NB, A condition of employment will require you to provide your Covid-19 vaccination card at the time of interview.

Do you suffer from any medical condition? ☐ Y or ☐ N. NB, A condition of employment requires new entrants to have a medical check carried out by a Company nominated medical practitioner.

### **Position and Availability**

Position Applying For: \_\_\_\_\_

Desired Salary: \$\_\_\_\_\_

### **Are you applying for:**

- Part-time work? ☐ Y or ☐ N
- Full-time work? ☐ Y or ☐ N



If applying for part-time work, indicate your desired length of employment below:

Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Availability (NB, Solomon Airlines conducts a seven (7) days per week operation**

Monday \_\_\_\_

Tuesday \_\_\_\_

Wednesday \_\_\_\_

Thursday \_\_\_\_

Friday \_\_\_\_

Saturday \_\_\_\_

Sunday \_\_\_\_

Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

Are you available to work overtime? [ ] Y or [ ] N

Are you able to work on weekends/public holidays? [ ] Y or [ ] N

**Education, Training and Experience**

**High School:**

School Name	Address	Year	No. of Years Completed	Qualification

**College/University:**

School Name	Address	Year	No. of Years Completed	Qualification



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### **Skills and Qualifications: Licenses, Skills, Training, Awards**

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### **Employment History**

Are you currently employed? [ ☐ ] Y or [ ☐ ] N

If you are currently employed, may we contact your current employer? [ ☐ ] Y or [ ☐ ] N

Name of Employer: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

### **Previous Employment History**

Name of Employer: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

### **References**

List below three persons who have knowledge of your work performance within the last four years. Please include professional references only.

First and Last Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_

First and Last Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_



Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

### **Certificates/Transcripts**

Have you attached your certificates/transcripts relevant to the job you are applying for?

☐ Y or ☐ N

### **Certification**

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if I am hired. I authorize the verification of any and all information listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_