**JOB PURPOSE** Cargo Handling Assistant (EK)

Responsible for the handling of all Cargo, courier and mail within the assigned specific area such as (Manifesting, Build-up, Break down, Updating, Import Doc, Acceptance & Delivery, Ramp, Planning, Perishable, Quality & Tracing) of Hub operations. Control a team of porters and equipment operators in certain specific areas of operations to achieve productivity targets while ensuring safety and security compliance. Process all documents manually and within automated systems to enable Exports, Imports & Transhipments happen effectively in line with the agreement of carriage.

**2. JOB ACCOUNTABILITIES LINKED TO OBJECTIVE AREAS (MAXIMUM OF 10)**

* Instruct the crew of Porters and Equipment Operators in the build-up and breakdown of cargo, courier and mail in accordance with the requirements of the principals whilst complying with the published performance standards.
* Instruct a crew of Porters and Equipment Operators in the acceptance and delivery of cargo courier and mail from/to the customers which require a high degree of attentiveness and speed at the same time ensure low level of defect and provide high quality of service.
* Inspect, validate and count goods at every point of delivery, acceptance, breakdown and build-up thus ensuring that goods conform to relevant criteria and that they are dispatched / stored in accordance with principles and requirements.
* Perform inventory of goods at request of customer recording any deviation to the specification of the goods.
* Perform manual data capture and automated data input in Skychain. This information is used to track cargo, courier and mail in addition to being the basis for assessing all charges. Inspect and confirm validity of all associated documentation to ensure the effective movement of all cargo, courier and mail.
* Liaise with government authorities such as customs, Health or Police as required to ensure the effective movement of all cargo, courier and mail.
* Ensure at all times that the handling of shipments of Dangerous Goods fully comply with the current edition of the IATA Dangerous Goods Regulations and are loaded in accordance with the same.
* Perform the process of acceptance, delivery, build-up and breakdown of Cargo consignments.
* Provide safety awareness briefings to loader, porter & equipment operators so that work is carried out without any incidents.

**3. MINIMUM QUALIFICATIONS/EXPERIENCE/KNOWLEDGE/SKILLS**

Qualifications:

'O' level schooling

Experience:

in airline cargo in a Ground Handling Cargo section.

Knowledge/skills:

* Aircraft handling, including weight and balance, cargo trimming, ramp handling and knowledge of a cargo terminal handling with automated and computerized operating and communication systems.
* Fluent in written and spoken English.
* Knowledge of Arabic preferable.
* Knowledge of computer (Airfreight) applications like Skychain.
* Successful completion of Basic Cargo and Dangerous Goods Courses.
* Airport Driving License (as applicable).