

We are Hiring



Under reorganisation

Post: Cargo Agent Flight Handling - Position:1

Air Seychelles is looking for an individual to join the Cargo team to support the receiving and handling of cargo and mail in accordance with the company's and Customer airline procedure manual, IATA and AHM including the applicable regulation, safety and security measures.

Hours of Work

Shift

Work Location

Air Seychelles Cargo Terminal,
Seychelles International Airport

Closing Date

18th July 2022

Candidates who are interested in the above position should send their CV Certificates and References via email recruitment@airseychelles.com no later than above closing date.

A summary of your responsibilities will include but not necessarily limited to the following:

- Responsible for meeting inbound flights, handling of documents, and verification of inbound freight, manifest and Airway Bills for all commodity types of cargo.
- Ensure administrative and operational control is exercised for the shipment of all cargo including Dangerous Goods, Perishables, Valuables and any other cargo that require special handling.
- Check that all import and export shipments, including post office mail, are safely and correctly stored in the warehouse and ensure that the formality for storage is in compliance with the Air Seychelles cargo operations manual.
- Accept cargo for air carriage and prepare the required documentation for shipment, ensuring that the same is ready as stipulated in the Air Seychelles Cargo Operations' manual.
- Prepare load for respective flights as specified in the Air Seychelles Cargo operations manual and deliver NOTOC in good time to the Load Control Agent.
- Ensure that pre-alerts are actioned including temperature control/VAL/Pharma and requirements for chiller/freezer storage.

Our Preferred Profile:

- Graduate of a post-secondary institution with IGCSE/O Level, Maths and English.
- Minimum 2 years relevant working experience in a similar role.
- Must be honest & trustworthy and able to work in a team and under pressure.
- Must be able to work within tight schedules, during week-ends and public holidays.
- Must be proactive, thorough and dependable, customer friendly and service oriented.
- Computer literate ability to use Microsoft Office Suite.
- Excellent interpersonal competences - able to effectively communicate and interact with third parties and colleagues.

Management reserves the right to call in the best candidate who meets selection criteria, following shortlisting of all applications

airseychelles.com

Joint administrators - Leon Bernard Pool and Suketu Patel