

Icelandair Logistics is looking for a qualified person to fill up the position of operation supervisor and office worker at Liege Airport. Icelandair Logistics is fully owned by Icelandair Cargo, [www.icelandaircargo.is](http://www.icelandaircargo.is). Icelandair Logistics was established in September 1999 at Liege Airport and is solely working for Icelandair Cargo. Icelandair Logistics offers attractive salary package, good work conditions and atmosphere, work office is in Liege Belgium. The job is on shifts evening/nights/weekends. The applicant would need to start as soon as possible.

Qualification:

The person needs to have good control of English and French and preferable have finished BS Logistics degree. The person needs to be hard working, open minded and flexible. A good knowledge of MS Office software application is appreciated.

Job Description:

- **Operation supervision**

- Capture the booking in duty sheet at each day shipment is concerned.
- Check trucking to/from GHA
- Verify status per shipment (secured/no secured)
- Monitor and report number of staff by the GHA
- Cargo damages check
- Solve operational issues in due time (space issues/ build up/ documentation/...)
- Make sure FWB / FHL (Information from shipping document) transmission is properly done and proceed to it when required
- Make sure MAWB, HAWB, cargo manifest, customs documents, security status + appropriate proof of screening are available (=ready for carriage check) & delivery information (truck details + ETA) when received details from Icelandair Cargo team.
- Check flight ATD and update application.
- Ensure good communication transmission with the colleagues for follow up during evening, night, weekend with handover report included in application
- Report to SCS managers if any irregularities that require corrective actions for the future Copy Icelandair Cargo team
- Pouch preparation check
- Assist with track and trace

- **Office work**

- Sales, reservation, operation planning
- Arranging transit shipments
- Booking shipments
- Issue Airway bills and Issue CMR's
- Making invoices
- All other office work which is required at the time.

For further information contact: Kristján Árnason, Station Manager, [kristjanar@icelandaircargo.is](mailto:kristjanar@icelandaircargo.is)

