

Cargo Officer

Summary

permanent contract

37 office hours per week

3 shifts – variable working hours

Position

Cargo Officer for COASTAIR Group, active in Air Cargo sector

Languages

English

French

Any other language is an asset

Salary package

Attractive salary in accordance with company's standard payroll

Meal vouchers (8€ per working day)

Pension plan and hospitalisation XL

Location

Rue Saint-Exupery 9/8, 4460 Grâce-Hollogne, Belgium

Rue de l'aéropostale 2, 4460 Grâce-Hollogne, Belgium

Heersterveldweg 6, 3700 Tongeren, Belgium

Contact

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HR Manager
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COASTAIR Group

Established over 20 years ago, COASTAIR is a full-service airfreight agency offering worldwide cargo solutions using scheduled and charter flights.

With our own 8000 square meter Skyhouse warehouse located in Tongeren, as well as our more than 9000 square meter project in Grace-Hollogne (warehouse and offices), we provide a wide range of air freight solutions to freight agents, freight forwarders and Airlines companies.

As a neutral air freight agency, we offer a "human" and "personalized" approach to each freight. Shipments may come in different shapes and sizes, but our mission is to treat them as if they were our own.

Job Context

He/she is in charge to collect documents, record and follow-up the administrative task related to the goods that are circulating in the warehouse.

Job Purpose

The purpose of the Cargo Officer's work is to ensure the customers/drivers get a professional approach and follow up.

Responsibilities

- Administrate documents and follow-up goods handling:
 - Record and manage all documents related to the goods in accordance with the different regulations such as IATA, Dangerous goods, European Security program, ...
 - Tracing and follow up of the Cargo flow
- Taking care of the customers:
 - Professional assistance to the customers' requests by telephone, mail
 - Provide concrete solutions to the customers' requests in accordance with Skyhouse governance and guidelines.
- Communicate with colleagues, Cargo Office Executive, customers and different departments
 - Ensure good communication in the context of shift changes
 - Transmit relevant information to other departments within the organization

Job Requirements

- Communication skills
- Administration Skills
- Good knowledge of Microsoft Office 365
- Organized, Manage priorities
- Quick learning and application of the processes
- Detail-oriented, rigorous
- Team player
- Stress resistant
- Flexible
- Experience as Cargo Officer is an asset

Other

Driving License is desired
Clean criminal record

