



Air China is the sole flagship carrier airline of China and a proud member of Star Alliance, the world's largest airline alliance. As the official aviation transportation partner for the 2008 Beijing Olympics and Paralympics and the 2022 Beijing Winter Olympics and Paralympics, Air China has a strong legacy of excellence. The airline leads China's aviation industry in passenger transportation and related services, consistently setting benchmarks for quality and reliability.

Air China Cargo, the sister airline to Air China, operates full-scale cargo business at Liege airport. As China's only cargo airline that carries the national flag, it plays a vital role in global logistics. Headquartered in Beijing, with its main operating base in Shanghai – one of China's busiest economic hubs – Air China Cargo is a key player in international air cargo transportation.

As we expand our operations at Liege Airport, Air China Cargo is looking for a dedicated professional to join our growing operations team. We are currently hiring for the following position:

### **Cargo Operations Officer**

**(Full time, ~ 38 hours per week with shifts based on the monthly flight schedule)**

#### **Key Responsibilities:**

- Preparing flight/cargo documents, coordinating service providers and preparing post-flight reports
  - Supervising warehouse operations, including cargo build-up
  - Supervising airside ramp operation, and assisting flight crew if needed
  - Performing customer services including cargo inquiries and investigations of any cargo irregularities or claims
  - Safeguarding all of Air China Cargo's quality, safety and security standards on processes executed by our service providers
  - Communicating with both internal and external stakeholders, including agents/customers, airport & cargo operations, ground handling agents, and colleagues in head offices, etc
  - Assisting the team in other administrative station tasks as required
- #### **Requirements:**
- Applicant must have full legal documentation to work in the Belgium
  - Proficiency in English in a working capacity, French or Chinese is a plus
  - Experience with basic Microsoft software is a must
  - Driving license and Passport is a must for future work and training
  - University or college graduates with certificates preferred, while open to

MBO/HBO with an Aviation relevant major or aviation relevant work experience

- Ability to work flexible shifts on various days and hours (including public holidays and overtime) as required by the flight schedule
- Successful applicants will require a thorough security and criminal background screening by the Belgian government to obtain permission for the Security Pass
- Excellent teamwork and communication skills, as well as the ability to work under pressure and an affinity for creative problem-solving
- Strong planning and organisational skills and the ability to follow company procedures and manuals

**Working Location:** Liege Airport

**Benefits:**

- **Competitive Remuneration:** Base Salary + KPI Bonus + Monthly Transportation Allowance
- **Training:** On-site or in China or Europe

**If you are eligible and interested to this job, please send your CV in English to [lgg.op@airchinacargo.com](mailto:lgg.op@airchinacargo.com)**