LOOKING FOR A NEW CHALLENGE?

If you are looking for a challenge in a rapid environment in the aviation services industry and are motivated to work in a multicultural company and a position that allows you to put your ideas into practice, this will be an excellent opportunity for you.

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Swissport International Ltd.
Corporate Human Resources

MAIN RESPONSIBILITIES

- Verify the identity of the driver/ person tendering cargo against agreed supplied identification. Copy of driver identification will be made and kept on file for KNOWN CARGO tendered
- Check the vehicle for signs of tampering
- Verify seals on the vehicle and or on known cargo consignments where applicable
- Verify all documentation (i.e. waybills, security declarations)
- Verify the cargo consignment against accompanying documentation
- Check consignments for sign of tempering
- For KNOWN cargo check that CSD has been signed and relevant ACSEC RA number is on the documentation
- Verify the status of the regulated agent/ known consignor against the latest CAA Approved lists available
- Check that the consignment has been labelled with a KNOWN Cargo label.
- Should signs of tampering be evident notify the Duty manager and treat such as UNKOWN
- Should any irregular behaviour or activity by the driver or person tendering cargo be observed take appropriate action and if necessary treat such as cargo as “UNKNOWN”
- Confirm the status of the cargo being received as Known/Unknown/ Exempted/ DGR/ AVI verifying endorsements on supplied documentation
- The following measures will be applied to HRCM
- Weigh checked and compared to shipping documentations
- Documentations and Cargo will be checked for the following: Contents compared to the description on the air waybill
- Physical examination of cargo to determine any tempering
• The client will be contacted to confirm contents against shipping invoices and/or client will be contacted to open the suspected cargo.

• Where the status and contents of the cargo cannot be confirmed to be secure, the cargo will be rejected and the client will be contacted to retrieve the cargo from the facility.

• Any other duties as assigned by management from time to time.

• Daily and weekly store checks.

• Shift work, weekends and public holidays.

YOUR PROFILE

• Grade 12/ matric or related N courses.

• Communication Skills (English).

• Customer Services Knowledge.

• Must be capable of working under pressure and meeting deadlines.

• Team Player.

Competencies and Skills

• Airline Freight background.

• Working knowledge of all in-house airline policies and procedure.

• Working knowledge of IATA/SACAA import procedures.

• Meeting all operational requirements and planning thereof.

• Quality control, workforce team leading and motivation.
• Communication skills, customer and team player attitude

• Knowledge of SARS regulation, airside induction certificate

**Application process/ requirements:**

• This vacancy is open to both Internal and External Candidates

• Applications should include; Covering letter, Comprehensive CV, clearly marked with the vacancy number as well position. Applications may be lodged by E-mail on jnb.careers@swissport.com.

• Advert valid from 29 April 2019 closing date 06 May 2019.

• Notes: No late applications will be accepted. Applicants will be vetted against the respective security agency in order to ensure no criminal record is present. All licenses, qualifications will be checked and vetted in order to ensure the validity and authenticity thereof. Should candidates not be notified of the outcome of their applications within 14 days of closing date, they should please regard their applications as unsuccessful.