AIR TERMINAL SERVICES (FIJI) PTE LTD

Air Terminal Services [Fiji] Pte. Limited is the region’s leading ground handling provider of Passenger, Line Maintenance, Cargo and Ramp Handling, Cargo Sales, Cabin Cleaning and In-flight Catering Services. With 38 years of operating experience, we provide excellence in service through competent personnel with quality, safe and efficient practices; in line with the best interests of our customer goals.

ATS is an IATA – ISAGO registered ground service provider including ISO 9001 QMS and ISO 22000 Food Safety Management System certified. We have a dynamic and robust Integrated Aviation Management System (iAMS) that aspires to continuously improve Quality, Safety, Security and Efficiency.

ATS is an Equal Opportunities Employer. All selected applicants must pass drug & medical testing and police clearance before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration. Costs incurred for these will be borne by the Company.

| VACANCY NO: 037/2019 · CARGO HANDLING AGENT (PERMANENT PART TIME) |

Written applications are invited from suitably qualified persons for the above position

**Duties and Responsibilities:**
- Process all Export documents on the manifest in accordance with bookings made by the carrier’s space availability
- Prioritize and adhere to stipulated routing of AWB
- Accept ready for carriage cargo in accordance with IATA regulations
- Raise a CCA for any weight discrepancy
- Attend to export customers
- Perform data capture functions
- Retrieve inward air waybills and mark manifest
- Nominate storage for valuable, perishables and live stock
- Reconcile reports and check-in’s
- Prepare import register
- Take appropriate action of all offload as per laid down procedures
- Report all un cleared cargo (TBC) to Customs
- Write off delivery receipts
- Carry out all other job related functions as required from time to time

**Qualifications:**
- Pass in FSLC/UE OR equivalent OR minimum 5 years’ experience in Cargo and Ramp Handling section.
- Holds a valid Civil Driving License.
- Possess sound knowledge of Cargo Acceptance and Handling Function
- Possess or be competent to acquire Dangerous Goods Certification
- Basic Computer application would be a distinct advantage.

**Salary:** In accordance with ATS/FASA Industrial Agreement.

**Full Job Description attached**

**Applications:** Your application, including full curriculum vitae plus CERTIFIED COPIES (which will not be returned) of academic qualifications and transcripts must be forwarded in sealed envelopes marked:

“VACANCY NO.037 /2019: CARGO HANDLING AGENT (PERMANENT PART TIME)”

and addressed to:  Manager Human Resources
Air Terminal Services (Fiji) Pte Limited
Private Mail Bag
NADI AIRPORT

Or E-mail to: recruitment@ats.com.fj

Applicants must also provide three references, one, of which must be from your present or immediate past supervisor and attach the signed referee reports with the applications.

**Applications close on: 07 December, 2019 at 1700 hours.**

Air Terminal Services (Fiji) Pte Ltd thanks all applicants for your interest; however, only shortlisted candidates will be contacted.
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<thead>
<tr>
<th>Name/Job Title:</th>
<th>CARGO HANDLING AGENT</th>
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<tbody>
<tr>
<td>Code:</td>
<td>0711</td>
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<tr>
<td>Dependence:</td>
<td>Cargo &amp; Ramp Services</td>
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<tr>
<td>Reports to:</td>
<td>CSS/AOR/AOD</td>
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<tr>
<td>Subordinates:</td>
<td>CBO</td>
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**Job Objective:**
Carries out all tasks in documentation of all cargoes and mail according to IATA standards, FIRCA, AVSEC, TSA and recommended practices. Be neat and presentable to clients.

**Main outcomes:**
1. Process all Export documents according to bookings made by carriers space availability
2. Prioritise and adhere to stipulated routing of airwaybills
3. Accept ready for carriage cargo in accordance with IATA regulations
4. Raise a CCA for any weight discrepancy
5. Attend to export customers
6. Perform data capture functions
7. Retrieve inward airwaybills and mark manifests
8. Nominate storage for valuable, perishable and livestock
9. Reconcile reports and check-ins
10. Prepare Import register
11. Take appropriate actions of all offload as per laid down procedures
12. Report all uncleared Cargo (TBC) to customs
13. Write-off delivery receipts
14. Raise ACTM to Suva
15. Transfers to other flights, airlines or agents
16. Attend to import customers
17. Ensure that all airline stats are analysed and processed
18. Carry out all other job related functions as required from time to time

**Authority:**
Main attributions and authorities

**Job Requirements:**

<table>
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<tr>
<th>Qualification</th>
<th>Education:</th>
<th>Form Six.</th>
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**Experience**

**Competence**

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<tr>
<th>Knowledge:</th>
<th>Basic knowledge of freight Handling.</th>
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<tr>
<td>Technical Skills:</td>
<td>Nil</td>
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### Non Technical Skills

1. Oral and written communication.
2. Team work.
4. Responsibility and initiative.
5. Problem solving.
6. IT Competency.
7. Organisation and Management skills.

### Attitudes:

- Compliance & Result oriented

**Main Related Documents:**
- Cargo Manual
- Airline Manual & Procedures
- MIS Manual
- Dangerous Goods Manual
- IATA Rules Book, ASTP123

**Based at:** Nadi Airport