

## **Job Offer**

### **Ground Operations Officer & Loadmaster**

**Function:** Ground Operation Officer

**Function Objective:** . The Ground Operations Officer reports to the NP Ground Operations Manager and supports the department for the department duties.

**Reports to:** NP Ground Operations Manager Ground

**Direct Reports:** Chief Loadmaster

**Deputized by:** Ground Operation department

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**Primary responsibility:** The Ground Operations Officer & Loadmaster assists the Ground Operations Department in day-to-day operations and acts as company loadmaster.

**Corporate responsibilities:**

- 1- Supervise all cargo handling operations at home base (LGG) and outstations;
- 2- Supervise cargo build-up, loading and offloading of company aircraft;
- 3- Act as company loadmaster on B747-400BCF/ERF;
- 4- Assist in day-to-day Ground Operations tasks.
- 5- Act as ACE Ground Operations Representative on charter flights when needed;

**Regulatory Responsibilities:**

- 1- Ensure and monitor compliance with Ground Operations Procedures considering safety, quality and On Time Performance;

**People Responsibilities:**

NA

**Technical responsibilities:**

- 1- Proper use of Aviation industry and Aviation terminology;
- 2- Application of precise and correct weight and balance procedures
- 3- Supervision and guidance towards proper use of the company Aircraft Cargo Loading Systems

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- 4- Oversight and ownership of the safe and careful use of company aircraft during loading and unloading processes.

**Budgetary responsibilities:**

- 1- Assist in composing handling and airport cost quotations;

## ***Ground Operations Officer & Loadmaster – Functional Requirements***

- Extensive experience as a loadmaster on 747-400 aircraft
- The ability to function well in an office environment;
- Good knowledge of Aviation industry and Aviation terminology;
- Experienced in MS Office (Outlook, Word and Excel);
- Excellent communication skills, Oral and Written in English is a must, French is a plus;
- Networking with providers and the ability to build relationships is a given;
- Have the ability to work in a team and independently as the role signifies;
- High School degree min., Bachelor and/or Master will be a plus;
- Willing to travel on a non-regular basis;
- Willing to work weekend days when needed.

If you are interested in the position please send your application (resume and motivation) **before : 15/12/2019** at [hr@ace-freighters.com](mailto:hr@ace-freighters.com) or call +32 4 270 20 48 for further information.