



Icelandair Logistics is looking to hire a qualified person to fill the position of office worker and live animal handler at Liege Airport. Icelandair Logistics is a subsidiary of Icelandair Cargo, www.icelandaircargo.com. Icelandair Logistics was established in September 1999 at Liege Airport and is solely working for Icelandair Cargo. For the right person, Icelandair Logistics offers an attractive salary package, good work conditions and a great working environment. The applicant would need to start in December 2020 or January 2021 with a 3 month contract, with an option of a full contract at the end of the trial period.

Qualification:

The applicant needs to have good control of English and French, German is a plus and preferable have finished a BS Logistics degree. The applicant needs to be open minded and flexible. A good knowledge of MS Office software application is appreciated.

Job Description:

- Live animal handling
 - Contacting and gathering information from importers around Europe by email and/or by phone
 - Gathering information from Exporters in Iceland
 - Arranging custom clearance and be in contact with the custom office
 - Stay in close contact with the veterinarian office in Liege
 - Inputting into the AFSCA system all information
 - Making invoices
 - Upon arrival of the animals, delivering them to the final importers.

- Office work
 - Sales, reservation, operation planning
 - Arranging transit shipments
 - Booking shipments
 - Making Airway bills and CMR's
 - Making invoices
 - Accounting
 - All other office work which is required at the time.

Please send CV in English to kristjan.arnason@icelandaircargo.is and if further information is needed.