



People · Professionalism · Partnership

CARGO OFFICE MANAGER

LIEGE AIRPORT

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.

Send your CV and motivation to;

celine.zintz@swissport.com

MAIN RESPONSIBILITIES

- Manages and coordinates all office related logistic activities (import, export, acceptance,...)
- Maintain close and effective business relationships with customers and various stakeholders and authorities linked to aviation activities such as Customs and Airport Management
- Take ownership for creating a progressive and constructive feedback culture by managing the performance and development of employees
- Supervise/control staff assignments including reporting, absences, overtime and compensation
- Responsible for proactively managing safety & security processes and procedures to comply with Swissport standards
- Lead by example for all Swissport employees bearing in mind our Code of Conduct and mission statement.

YOUR PROFILE

- Bachelor's degree and a minimum of 10 years of operational experience in a logistic environment
- Effective people management and organizing skills
- Strong self-motivated, open minded and able to work under pressure
- Teamplayer and willing to face challenge
- Excellent communication skills with the ability to influence a range of audiences
- Excellent interpersonal skills combined with drive for self-improvement
- Fluently in French and English