



Job Offer: NIGHT SHIFT Operations Agent

Job title

Operations Agent at a friendly, fun and exciting environment enhanced with regular social events.

Sector

Airline industry.

Job Overview

As an Operations Agent, your tasks will be among others : Follow up of shipments and communication with all partners for COASTAIR and IMPERIAL, documents issuance, trucking planning, equipment control, follow up with various documents and claims.

Skills

- Fluency in English is required.
- Educational background, training or previous experience in Logistics and Customs is a plus.
- Dutch and other languages is a plus.
- Driving License is desired.
- Strong Microsoft Office skills (Excel, Word, ...)
- Initiative: Dealing with situations and issues proactively and persistently, seizing opportunities that arise.
- Results Focus: Focusing efforts on achieving high quality results consistent with the organization's standards.
- Fostering Communication: Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.
- Ability to multitask and manage numerous priorities at once.
- Decision maker with strong planning skills and execution abilities.
- Excellent time management and organizational skills.

Location

- HQ COASTAIR / SKYHOUSE
Liege Airport – Cargo North
Rue Saint-Exupéry 9/8
4460 Grace-Hollogne

COASTAIR Chartering SPRL

Cargo Nord, Liège Airport,
Rue Saint-Exupéry Building 9/8, B-4460 Grâce-Hollogne
Website: www.skyhouse.be



Working schedule & contract details

- This is a full-time position requiring approximately 37 hours per week. Flexible schedule according to the workload.
- The worker's basic schedule includes services in successive shifts, **mostly evening/night shifts and during week-ends.**
- The employee's schedule could be changed / modified according to the activity of the sector and / or operational needs of the company.
- Available on-call when required.
- Fixed-term contract, aiming for a permanent contract.

Salary package

- Coastair will pay you an attractive salary in accordance with the Company's standard payroll schedule.
- Standard home/work allowance
- Meal vouchers at 8€/working day
- Retirement plan and Hospitalization XL

Vacation policy

You will be eligible for legal days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that COASTAIR does not operate.

Are you looking for this type of job, then we are looking for you!
We look forward to receiving your detailed resume and motivation letter by email.

Khodareva Marina – HR & Financial Manager - marina@coastair.be - 04 93 64 50 53

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