



#### Job Title

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

#### Reports To

The Cargo Acceptance Agent will report to Duty Manager

#### Job Overview

The Cargo Acceptance Agent is responsible for trucking acceptance.

#### Responsibilities and Duties

- Checking and typing in our internal ERP all information related to incoming freight in our warehouse (documentation, security, customs)
- Following up build-up of airfreight
- Communicating the correct instructions to workers in warehouse
- Making sure freight leaving our warehouse is done respecting all procedures
- Communicating with customers
- Checking our stock of equipment is enough when on duty

#### Qualifications

- Teamwork: Working collaboratively with others to achieve organizational goals.
- Cargo/Customer Service: Providing service excellence to internal and/or external customers
- 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.

## **COASTAIR Chartering SPRL**

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



#### Location

##### HQ COASTAIR / SKYHOUSE

- Liege Airport – Cargo North  
Rue Sain- Exupéry 9/8  
4460 Grace-Hollogne
- Skyhouse Tongeren  
Heersterveldweg 6  
3700 Tongeren

#### Working schedule

- This is a full-time position requiring approximately 37 hours per week. Flexible schedule according to the workload.
- The employee's schedule could be changed / modified according to the activity of the sector and / or operational needs of the company
- The worker's basic schedule includes services in successive shifts as well as night, public holiday and / or weekend presentation (on average 3 weekends per month).
- Being available on-call when required

#### Salary package

- Coastair -Skyhouse 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
- A mobile phone will be made available

#### 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 AVIAFLEX does not operate

*Are you looking for this type of job, then we are looking for you!*

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*We look forward to receiving your detailed cv and motivation letter by email.*

**Khodareva Marina – HR & Financial Manager - [marina@coastair.be](mailto:marina@coastair.be) - 04 93 64 50 53**

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