



**WE ARE LOOKING FOR AN**  
**Air Cargo Operations Officer**

**REFERENCE CODE:** ASLB21-077

**DEPARTMENT:** Ground Operations

**PURPOSE OF THE JOB**



- To assist the Air Cargo Ops Supervisor to coordinate and control the planning of outbound long haul flights
- To assist the Air Cargo Ops Supervisor with the movement of the inbound cargo movements from long haul flights
- To assist the Air Cargo Ops Supervisor with the Trucking Movement Schedule for ASLB Import Cargo from long haul flights to their respective destinations, either within the Liege area or elsewhere within Europe/UKI.
- Liaison with Swissport Cargo Services Liege Airport, Ramp, Warehouse, Office (Swissport) and Air Cargo Ops staff
- Ensure accuracy of outbound paperwork in liaison with Swissport Cargo Services, the Air Cargo Ops and Commercial teams

**KEY ACTIVITIES**



**Capacity management**

To plan, coordinate and supervise the capacity utilisation of outbound ASLB flights as per Priorities set by the ASLB Commercial Dept via their Booking List in order to achieve highest possible load factor onto aircraft

- Ensure the priority settings are respected for uplift of material in conjunction with the ASLB Air Cargo Ops and Commercial Dept's
- Record and report any offloads to the Air Cargo Ops Supervisor via the required channels to allow status updates
- Assist the Air Cargo Ops Supervisor with any offloaded freight to ensure it is being stored in the designated area
- To assist the Air Cargo Ops Supervisor with Truck Planning to the Swissport LGG facility and ensure that trucks are loaded as per the Trip List

**On time performance management**

To assist with the supervision and control of Critical Timings (e.g. Final DLS at -3 hours to STD) are respected for the build up of freight by Swissport Cargo Services (or other Providers in LGG) and also the Export Cargo movements from the Warehouse to the Aircraft Parking Stand are completed in liaison with Swissport Ramp management.

- Ensure the compliance with the agreed SLA for freight cut offs and report / follow up on non-compliances
- Coordinate with Swissport Ramp and Warehouse teams to ensure the swift transfers of loaded ULD's to the aircraft.
- To provide the Air Cargo Ops Supervisor (and Manager if needed) of updates as to cargo and flight status before STD.

#### **Inbound cargo movement management**

- To ensure that all ASLB Import Cargo is handled accordingly within existing and to-be-agreed SLA guidelines as agreed Swissport Cargo Services LGG
- To assist with the preparation and communication for the outbound truck planning in liaison with the Air Cargo Ops Supervisor and Swissport Trucking Department staff
- To check and ensure that trucks are handled in accordance with the planning provided by the Air Cargo Ops Supervisor

#### **Process supervision**

- To assist with the supervision and monitoring of the deployment of operational policies and procedures in order to ensure the consistency, efficiency and quality of internal and external customers and stakeholders
- To check and ensure correct implementation of existing and new divisional operation structures, policies and processes in respect of build-up, labelling, data capture, Aviation Security, Dangerous Goods and Airline paperwork processing ;
- Report any anomalies to the Air Cargo Ops Supervisor/Manager for further corrective action to be taken with the responsible stakeholders

#### **Flight documentation and Control**

To assist with the supervision and control in order to ensure the paperwork is issued as per the legal, customs and airline requirements and connected with the relevant flight

- To check and ensure the Mawb's (Master Air Waybill) are per company and IATA requirements - report any anomalies to the ASLB Air Cargo Ops Supervisor for further action

#### **Charter movements freight planning**

To ensure that freight booked onto a charter is coordinated with the relevant Charter Customer and contracted CTO in respect of arrival, build up and loading onto the aircraft in liaison with ramp handler as per charter contract

- Liaise with CTO to establish arrival slots for material upon receipt of charter Briefing document
- Obtain the build up instructions from the ASLB Charter Dept, Loadmaster and check it has been communicated to and follow up with the appointed CTO
- Monitor and control if necessary the build-up progress in liaison with the relevant CTO, the loading of the aircraft

## REQUIREMENT & QUALIFICATIONS

---



- Minimum secondary education
- 3 years proven experience in planning and / or supervision functions
- Proven experience and knowledge of International Air Cargo Operations, AVSEC , Dangerous Goods (at least at Level 10) , knowledge of International Customs regulations
- Experience in a multinational company and working with different cultures
- Languages: Mastery of the French and English language both verbally and written
- Computer literate (especially Excel)
- Good analytical skills
- Good communication skills
- Being able to “manage” people outside his direct control

## TERMS AND CONDITIONS

---



- Permanent contract
- 38h/week
- Shift work 7/7 to cover all operations

**Want to come on board ? Apply now !**

Register online and fill in the application form with CV and motivation letter via BlueSky, Cezanne or via our job portal:

**<https://www.aslairlines.be/aslJobs>**