



PR/108920 | Executive- Cargo Staff

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1514265

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 8th, 2025 08:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Summary:

We are looking for a dedicated and detail-oriented Cargo Operations Staff member to join a dynamic team in Bangalore. The ideal candidate will have experience in ground handling agencies, cargo warehouse agencies, general sales agencies, or airlines. This role involves handling cargo operations efficiently, ensuring compliance with regulations, and maintaining the highest standards of service.

Key Responsibilities:

- **Cargo Handling:**
 - Supervise the loading and unloading of cargo.
 - Ensure proper storage and handling of cargo to prevent damage.
- **Documentation:**
 - Prepare and process all necessary documentation for cargo shipments.
 - Verify the accuracy and completeness of shipping documents.
- **Coordination:**
 - Coordinate with logistics, warehouse, and transportation teams to ensure smooth cargo operations.
 - Communicate with clients and stakeholders to provide updates on shipment status.

- **Compliance:**
 - Ensure compliance with all relevant regulations and guidelines.
 - Stay updated on industry standards and best practices.
- **Inventory Management:**
 - Track and manage inventory levels to ensure accuracy.
 - Conduct regular inventory audits and reconcile discrepancies.
- **Problem Resolution:**
 - Address and resolve any issues related to cargo handling and operations.
 - Identify and implement solutions to improve operational efficiency.
- **Safety:**
 - Adhere to safety protocols and procedures.
 - Ensure a safe working environment for all staff.
- **Reporting:**
 - Maintain accurate records of cargo movements and transactions.
 - Generate reports on cargo operations and performance metrics.

Qualifications and Requirements:

- **Educational Background:** High school diploma or equivalent. A degree in logistics, supply chain management, or a related field is a plus.
- **Experience:** Previous experience in ground handling agencies, cargo warehouse agencies, general sales agencies, or airlines.
- **Skills:**
 - Strong organizational and multitasking abilities.
 - Excellent communication and interpersonal skills.
 - Proficiency in using cargo management software and MS Office.
 - Attention to detail and accuracy in handling documentation and cargo.

If you meet the above criteria and are excited about this opportunity, we would love to hear from you!

Company Description