



## PR/108920 | Executive- Cargo Staff

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントインド

#### 求人ID

1514265

#### 業種

物流・倉庫

#### 雇用形態

正社員

#### 勤務地

インド

#### 給与

経験考慮の上、応相談

#### 更新日

2024年12月31日 10:17

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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!

---

会社説明