

People · Professionalism · Partnership

## OPERATIONS AGENT

FULL-TIME | CURAÇAO

### LOOKING FOR A NEW CHALLENGE?

If you are looking for a challenge in a rapid environment in the aviation services industry and are motivated to work in a multicultural company and a position that allows you to put your ideas into practice, this will be an excellent opportunity for you.

#### Apply by emailing:

Erlisianny Adelina  
[erlisianny.adelina@swissport.com](mailto:erlisianny.adelina@swissport.com)

### MAIN RESPONSIBILITIES

- Takes care of the flight registration and deregistration both internally and with the customs authorities by established rules.
- Completes incoming and outgoing flights based on check manifests from the freight controller, discusses any deviating situations with the freight controller/shift manager and the customer.
- Prepare any damage reports for the benefit of airlines and the claims department.
- Ensures that special cargo is given specific treatment such as refrigerated/freeze cargo, value shipments/livestock, and hazardous substances.
- Uses the reservation system in such a way that shipments are assessed on weight and volume to optimally utilize the freight capacity offered.
- Follows the operational/administrative processing concerning the cargo actually flown and takes corrective action, if necessary, concerning the administrative/operational recording thereof.
- Is charged for the preparation of transport documents for shipments presented by the client for transport. Takes care of the calculations and further handling of the shipment. Advises the arrival of urgent shipments outside office hours and takes care of the further handling of these shipments.
- Prepares and manifests outgoing or transit shipments based on waybills and maintains contact with flight operations about the planning of outgoing flights.
- Carry out all activities related to the position.

### YOUR PROFIL

- MAVO-4 or equivalent training supplemented with freight handling courses.
- Excellent social and commercial qualities
- Is familiar with the work in the Routing department.
- Commercial and service-oriented attitude
- Must be able to express sight clearly in word and writing in English, Dutch, and Papiamentu
- High degree of accuracy
- Accurate
- Representative