

## **JOB INFORMATION Job Title: Coordinator, Cargo Operation**

Department: Cargo Operation

Location: JFK International Airport

Hours: 40hours/week, Shift (including morning, night, weekends and holidays)

Job Status: Non-Exempt, Full Time DUTIES AND RESPONSIBILITIES

Salary: \$24.54 - \$26.54 per hour

### **JOB DESCRIPTION**

#### **Basic Purpose**

This position is responsible for coordinating cargo operations on a daily and weekly basis; by supervising contractors under ANA's handling requirements and contract, providing review and information to management, supporting airport departmental functions for maximum cost efficiency.

#### **Principal Accountabilities**

1. Coordinates daily Cargo Operation & Work Flow
2. Supports Cargo Customer Service & Quality
3. Handles Administration and Office Support

#### **SKILLS AND QUALIFICATIONS REQUIRED:**

1. Ability to write reports and business correspondence in English
2. Ability to communicate well in English
3. Excellent interpersonal skills
4. Must be tactful, mature, flexible and detail-oriented
5. Must be able to use a computer
6. Must have Driver's License
7. Associates degree required
8. Experience in the Cargo industry required
9. Ability to work any shift including early mornings, late night, weekends, and holidays
10. Must have a proof to work in the United States legally

## HOW TO APPLY FOR A JOB

If you are interested in applying for the position, please send the following information with a cover letter and resume to [nychr@fly-ana.com](mailto:nychr@fly-ana.com).

Please be advised that ANA will contact qualified candidates ONLY.

Your resume and cover letter should include the following information:

1. Name, address, phone number and e-mail address
2. Position you are applying for
3. Education History
4. Employment history
5. Any special qualifications, knowledge or skills
6. Salary requirements