

## **JOB INFORMATION Job title: Sr. Associate, Cargo Operations**

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: \$23.54 - \$25.54 per hour

1. Supports Operations Functions —by coordinating the loading and unloading of cargo on transport devices (ULDs, pallets, or containers) and into and out of aircraft; by ensuring the security of cargo is consistent with ANA, FAA, and TSA regulations and policies; by maintaining close contact with cargo sales and flight operations agents to ensure efficient operations; by troubleshooting any problems in a timely manner; by maintaining close contact with various cargo handling resources, including contracted service; by supervising computerized record keeping for all inbound and outbound cargo and flights (including daily cargo, weights, and air waybills) and documents for U.S. Customs.

2. Performs Administrative Duties- by maintaining weekly ULD (Unit Load Device) inventories; by preparing various reports covering cargo operations, including statistics, irregularities, etc.; by accurately filing and maintaining documents; by creating correspondence; and by performing any other administrative duties as directed by Supervisors and Managers.

## **SPECIFIC QUALIFICATIONS**

### 1. Experience

Air cargo experience preferred but not required

### 2. Job Requirements

- Excellent communication and interpersonal skills
- Bilingual (reading, writing, speaking) in Japanese/English preferred
- MUST be available to work morning and night shift
- MUST be able to work on weekdays, weekends and holidays
- Proficiency in MS Office
- Understanding in diverse cultures
- Must have a driver's license
- Must be authorized to legally work in the U.S. (no VISA sponsorship provided)

- **Must pass 10- year employment background check**

### 3. Education

Associate's degree preferred

## **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. Salary requirements