

## **JOB INFORMATION**

Job title: Senior Associate, Cargo & Mail, the Americas  
Department: Cargo & Mail, the Americas  
Location: Chicago, IL  
Job Status: Non-Exempt, Full time

## **JOB DESCRIPTION**

### Basic Purpose

This position is responsible for assisting management to ensure functions of ANA Cargo, The Americas. Providing support in accounting, marketing, and administrative duties in North America as necessary.

### Essential Duties and Responsibilities:

- Monitor, collect, and report competitive activities and changes and cargo related information available in Public to Management
- Create various reports such as sales result reports
- Making sure sales rules are followed
- Coordinate all cargo related matters with other ANA cargo sales and GSA offices on a daily and monthly basis, and report Management as needed
- Be knowledgeable and utilize all ANA cargo-related computer systems and provides support and instructs GSA as necessary
- Coordinate with public relations entities on a monthly basis regarding Cargo Sales North America promotional publications
- Maintain good relations with forwarders, handle companies, contractors, etc.
- Maintain communication with any other parties as necessary
- Update data/strategies to determine revenue projections
- Prepare documents for sales quotas
- Review finalized AWBs from all stations and sending the file to CASS twice each month
- Check dispute reports from the e-billing system, report back any adjustments, rebill, and make the necessary adjustments in the ANA cargo system
- Process agents' sales adjustments
- Maintain inventory of documents and accounting forms
- File documents and maintaining documents accurately
- General affairs
- Business trips are required including overseas by management instructions or as needed.
- Perform any other duties as directed by Supervisors and Managers
- This job has no supervisory responsibilities

### **Education/Experiences/Skills:**

- Bachelor's degree required.
- Experience in the Cargo industry required.
- Must have well-developed interpersonal skills.
- Must be computer literate, use of Excel, Word, PowerPoint and accounting software.
- Math ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

- Reasoning ability and problem solving ability required
- Strong in business English skills required

**Work Conditions:**

Full time position (non-exempt)

**Work Days/Hours:**

5 days a week (Saturday, Sunday off)

8:30 am – 5:00 pm (incl. 30 minutes' unpaid lunch break)

There is a possibility that staggered working hours are applied by management instructions or management authorization based on necessity of the job between 8:30-19:00.

**Office Location:**

**1011 E. Touhy Ave, Suite 140**

**Des Plaines, IL 60018, USA**

**Salary Range:**

**\$21.85-23.20/hour**

**\*\*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 [laxhr@fly-ana.com](mailto:laxhr@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