



JOB INFORMATION

Job Title: Senior Associate or Coordinator, Cargo Operations

Department: Cargo

Location: O'Hare Int'l Airport, Cargo Area (836 Patton Dr. Suite 211 Chicago, IL 60666)

Job Status: Non-Exempt, Full-Time

DUTIES AND RESPONSIBILITIES

This position is responsible for all aspects of operations at ORD, including the daily cargo handling activities.

1. Take responsibility to give direction to others and assists in identifying and solving routine problems.
2. Assist, monitor and supervise the flight and cargo handling.
3. Interact with customers, other ANA locations/branches and government agencies, and ground handling management and staff.
4. Conduct procedural and informational briefing with the ground handling staff and supervise the office, warehouse, and ramp operation.
5. Coordinate the local standard cargo operation procedures with the assigned handling agents and sub-tenants

Responsibilities include but are not limited to operational performance.

SPECIFIC QUALIFICATIONS

1. **Must have a proof to work in the United States legally**
2. Must have 3 years of air cargo experience
3. Must have a valid Driver's License
4. Willing to work any hours/shifts/holidays/weekends
5. Excellent communication and interpersonal skills
6. Basic PC skills
7. Understanding in diverse cultures



Pay Range

\$23.00 ~ \$32.00/hour

* Must be legally eligible to work in the United States. (The employer does not provide visa sponsorship and relocation benefits.)

Benefits

- Shift Differential Pay
- Company Holidays
- Paid Leaves (Sick) Paid Leaves (Vacation)
- Health Insurance
- Flexible Spending Accounts
- Employee Assistance Program
- Life Insurance
- Voluntary Life Insurance (Optional)
- 401(k) Retirement Plan
- Travel Benefits
- Pre-Tax Mass Commuter Benefit
- Bereavement Leave
- Longevity Awards
- Educational Assistance Program
- Retiree Benefits

HOW TO APPLY FOR A JOB

If you are interested in applying for the position, please send a cover letter and resume to ml_oth_chihr@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, Email Address
2. Position you are applying for
3. Education history
4. Employment history
5. Any special qualifications, knowledge or skills