

GHO - Clerical

Cargo Glasgow

A vacancy has arisen for a clerical Ground Handling Operative to be based at our Glasgow site

Experience

- ✔ Ideal applicants will have experience of working in a fast moving, challenging cargo environment
- ✔ Proven ability to work under pressure to meet tight deadlines
- ✔ Working within, and able to maintain, a safe secure working environment

Desirable Skills

- ✔ Able to provide a high level of customer service
- ✔ Strategic thinking
- ✔ Excellent communication & interpersonal skills
- ✔ IT
- ✔ Decision making
- ✔ Problem solving
- ✔ Safety driven

Key Tasks

- ✔ Working as part of the clerical team to ensure the daily operation runs smoothly
- ✔ Ensure compliance with regulatory bodies including HSE, CAA, and HMRC/Border Force
- ✔ Creating and updating records of all consignments in the computer system
- ✔ Maintain computer database, separating and distributing cargo documents according to airline requirements
- ✔ Liaise with warehouse staff and drivers as appropriate
- ✔ Operate telephone system in a polite and efficient manner
- ✔ Responsible for checking Dangerous Goods to IATA/AVI checking requirements
- ✔ Have an understanding of the requirements of Good Distribution Practice (GDP) for pharmaceutical and medicinal products and the rules and regulations that affect dnata
- ✔ Be aware of the role of the Responsible Person (RP) within the designated site for the handling of pharmaceutical and medicinal products under GDP processes
- ✔ To undertake any other duties as required by management, commensurate with the grade of the post
- ✔ Promote at all times the Vision, Mission, Values of dnata

Hours of work:

- ✔ 42 hours per week, flexibility required
- ✔ Includes earlies, lates, nights and weekends

If you believe you have the drive and enthusiasm required, apply in writing with an up to date CV and covering letter advising why you are suitable for this position to:

Maddy.cocker@dnata.co.uk

Successful applicants will be shortlisted for interview, and must have the legal right to work in the UK

Internal candidates - please ensure you have informed your manager of your application

Closing Date: 15th January 2018

dnata Ltd is an equal opportunities employer



The dnata logo, featuring a stylized 'd' and 'n' in blue and green, followed by the word 'dnata' in a blue sans-serif font.