

# GHO - Warehouse

## Manchester Cargo

A vacancy has arisen for a Ground Handling Operative within our busy cargo operation based in Manchester.

### Experience

- Ideal candidate will have a good working knowledge of the cargo operation
- Warehouse background including FLT is ideal along with proven customer service to a high level

### Desirable Skills

- Excellent communication/interpersonal
- IT
- Motivated
- Decision making & Problem solving
- Safety driven

### Key Tasks

- Liaise with customers in a polite and efficient manner
- Offloading and loading cargo from and on to vehicles
- Sort cargo and check against manifest or build sheet and ensure accuracy
- Crosscheck all paperwork against corresponding cargo to ensure details are correct
- Identify damaged or short delivered cargo and take necessary action as per Company and customers' requirements
- Load cargo into customers' ULD's for export in accordance with company and customers' safety regulations
- Unload cargo from customers' ULD's, place cargo in storage locations and record location on manifest or goods receipt note as applicable
- Ensure Dangerous Goods are handled, stored and built in accordance with IATA regulations
- Assist HMRC/Border Force as required
- Operate mobile and fixed equipment, including fork lift trucks, pallet handling systems, waste management machinery etc.
- Maintain general security of warehouse in accordance with Company Security procedures and undertake security screening to meet CAA regulations
- Maintain a safe working environment and observe safe working practices
- Correctly complete all appropriate documents to control the movement of ULD's in accordance with ULD control procedures
- Comply with all Company Procedures and instructions and act on instructions from Supervisors and Management as necessary
- Ensure all environmental initiatives and procedures are followed in line with Company policy
- Ensure facility is kept secure from un-authorized personnel
- To undertake any other duties as required by management, commensurate with the grade of the post
- Ensure all ULDs check weighed before leaving facility
- X-ray / Security screening
- To undertake any other duties as required by management, commensurate with the grade of the post
- Promote at all times the Vision, Mission, Vales of dnata

### Hours of work:

- 42 per week including 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, HR Advisor, at [Maddy.cocker@dnata.co.uk](mailto: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: 15<sup>th</sup> January 2018**

dnata Ltd is an equal opportunities employer

