

# GHO - Clerical

## Birmingham Cargo

Vacancies have arisen for a clerical GHO to work within our busy cargo operation at Birmingham Airport

### 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
- Admin/office experience ideal, and also experience with Microsoft office package
- Strategic thinking
- Excellent communication & interpersonal skills
- IT
- Decision making
- Problem solving
- Safety driven

### Key Tasks

- Creating and updating records of all consignments in the computer system
- Interrogating the computer systems to obtain information concerning any consignment
- 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
- To undertake any other duties as required by management, commensurate with the grade of the post
- Ensure accuracy and correctness of all security documentation
- 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 to include earlies, lates, nights and weekends on a roster pattern
- Flexible approach is required

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:

Sarah Thompson, Operations Manager at:  
[sarah.thompson@dnata.co.uk](mailto:sarah.thompson@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: Friday 12 October 2018**

dnata Ltd is an equal opportunities employer

The dnata logo, featuring the word 'dnata' in a blue, lowercase, sans-serif font. The 'd' is stylized with a green and yellow swoosh above it.