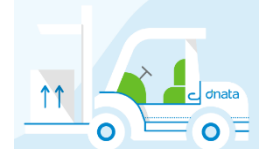


Ground Handling Operative - Clerical



Would you like to join our BHX Cargo division?

The role is working in a fast-paced environment at Birmingham Airport, alongside our prestigious Airline partners, helping to ensure their cargo is delivered safely and securely around the world

Benefits

- Competitive salary
- Contributory Pension
- Free Parking
- Full workwear
- Modern facilities
- Free access to dnata Gym
- Cycle to work scheme
- Free access to Physiotherapy
- Opportunities for career progression
- Eye-care Vouchers
- Internal Apprenticeships
- dnata exclusive Benefit Hub

Job Requirements

- Previous office experience is desirable but not essential, as full training will be given to the right candidates who wish to share in dnata's vision, mission and values
- Ability to work with various airlines systems and basic computer skills is essential
- Fluent written English is essential
- Pre-employment checks - ability to achieve successful completion of the referencing (checkable 5 year employment/education history) and criminal record check procedures to meet dnata and CAA security regulations, and a satisfactory medical report.

Job Summary

At dnata we handle a variety of cargo, ranging from live animals through to luxury cars, ensuring it is safely and securely prepared ready to travel.

You will be required to create and update records of all consignments in the airline computer systems and separate and distribute cargo documents according to airline requirements. You will also be expected to serve customers collecting cargo including taking payments of charges and operate a telephone system in a polite and efficient manner. In addition, you will also liaise with warehouse staff and driving as appropriate and be responsible for checking dangerous goods to IATA and AVI checks.

Hours of work:

- 42 hours per week over a rotating cycle consisting of day and night shifts
- The job holder must have a flexible approach to working variable shift patterns within our 24-hour operation

Salary:

- Salary:** £33,550.23 per annum, inclusive of bonus and benefits

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:

Email: Tom Davis, Operations Manager on: tom.davis@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: 22 April 2024

With you on board, we can help to achieve dnata's Vision, Mission and Values.

Our diverse, global teams have this vision at heart. Every day we're defining new levels of service for our customers. We do this by working closely with employees and suppliers, putting safety at the heart of everything we do. With your talent, passion and big ideas, and our industry-leading performance, we can flourish. We can be the world's most admired air services provider.

