



ST HELENA AIRPORT
HLE-1400-1420-HR-JBD-0017

Date: 2017-06-06

Rev: 0

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JOB DESCRIPTION
CARGO PROCESSING AGENT



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The Role

Reporting directly to the Compliance Manager (Safety and Operations) responsible for all inbound and outbound air freight to their destinations by performing all required documentation tasks, both electronically and hardcopy. Provide interfaces with customers on various levels, ensuring accurate and timely movement of cargo.

Main Responsibilities:

1. Ensure that all shipments are processed/scanned/loaded/un-loaded accurately and carefully, on to and off the aircraft according to priority and according to St Helena Cargo policies and procedures
2. Accept and acknowledge receipt of cargo from customers and reconcile details on Airway Bill with physical cargo log.
3. Ensure that the customers cargo is processed correctly, accurately and that it meets all security and acceptance criteria deemed "Ready for Carriage" re: weighing , dimension, Test Weight, Commodity, Waybill Declaration and Labelling
4. Ensure that every effort is made to detect undeclared DG by ensuring that the commodity is acceptable and the description is accurate and detailed.
5. Work in conjunction with other departments to ensure on time performance of all flights
6. To ensure through adherence to procedure, assignments instructions, personal hygiene, appearance and dress etiquette that a professional image is portrayed of the Cargo Processing Department
7. To be thoroughly familiar with and comply with the company's Health and Safety policy and to immediately report any hazards or infringements in compliance with the laid down instructions
8. To ensure that all working areas are kept clean and tidy and all refuse and waste materials are removed as appropriate.
9. To identify and take immediate remedial action in the event of an Airside Safety Hazard
10. To check and report all defects in accordance with instructions
11. To assist in the general housekeeping of the Air Cargo Area
12. To carry out reasonable duties as requested by line management or designated representative
13. To assist and support the Airport Security and St Helena Government authorities with delegated tasks and responsibilities in the event of an Airport Emergency



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Health Safety and Welfare Responsibilities

All staff are required to fulfil the legal duty to take reasonable care for the health and safety of themselves and others who may be effected by their acts and omissions, and to follow all guidance and instructions given in this respect.

Environmental Responsibilities

All staff are required to follow the St Helena Airport Environmental Policies for minimisation of waste and effectively energy management of defined in the Environmental Manual and associated documents.

Quality management Responsibilities

All staff are required to comply with the St Helena Airport Quality Management System requirements detailed within the Company Quality Manual and Policies and to ensure that all Procedures; Plans and Forms within are effectively implemented to meet the set Quality Management Standard

Safety Management Systems

St Helena Airport operates an open reporting no blame culture in order to ensure that hazards, incidents and unsafe working is reported without fear of reprisal. All personnel have the assurance of the Airport Accountable Manager that no disciplinary action will be taken against any individual for reporting any unsafe practises or incidents reports can be made on the St Helena Airport hazard reporting form found in the SMS manual and at various locations in your work area.

Personal Specification:

1. Applicants are required to produce a Criminal Background Check/s from their countries of residence, must be honest, free of criminal convictions and where a criminal record is registered, the company will determine whether it is one or more of the disqualifying offences
2. Individuals must have good standard of communication skills and possess a good standard of written and spoken English. Applicant should demonstrate sound interpersonal skills.
3. Individuals should demonstrate self-discipline, sound judgement, confidence, decisiveness, teamwork and conflict management
4. Applicants should be prepared to work outside, in all weather conditions and able to complete extended shift work when required



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5. The duties will include some form of strenuous physical activity. Therefore, the incumbent must have the ability to undertake such duties.
6. Applicants must be smart and well-groomed and display a professional image
7. Applicants must be screened by means background checks and therefore must have a 5 year verifiable work history and be able to account for all gaps in employment
8. Applicants must undergo a full medical check, be physically fit, have the ability to lift 20 Kg and satisfy a Colour Vision Test.
9. Applicants must undergo a full medical check, be physically fit and undertake a drugs and alcohol check.