

Job Title: Cargo Agent

Accountable to: Cargo & Compliance Manager

Scope of Job: To provide import and export handling services and support to all customers of Glasgow Prestwick Bond Limited on a daily basis, on a rotational shift pattern

Key Duties and Responsibilities:

- Comply with all processes relevant to DFT Listed Agent status, H. M. Customs Transit Shed Operations, as applicable to the operation of Glasgow Prestwick Bond.
- Receive and check export paperwork incl. DFT compliance
- Prepare Load List/Manifest and obtain approvals to ship
- Issue loading instructions and load plan to warehouse
- Finalise and transmit flight load available statements to handling
- Prepare and conclude all related carrier computer functions
- Transmit electronic and manual manifests to specification
- Prepare and despatch export paperwork to flight
- Prepare pre-work on transshipment freight based on pre-manifests
- Liaise with carriers and trucking companies to secure required space
- Receive from aircraft, split and distribute inbound flight paperwork
- Notify import customers of arrival of shipments
- Prepare and conclude all Customs transshipment paperwork
- Prepare and conclude related carrier computer functions
- Resolve customs tallies and initiate discrepancy reports/tracing
- Prepare flight files for export and import aircraft and file as specified
- Liaise with resident carriers staff to ensure situation awareness
- Collate and batch price import shipments on uplift/delivery
- Resolve discrepancies highlighted on regular bond checks
- Liaise with third party suppliers to provide specialised equipment
- Maintain open communication channels with all airport departments
- Maintain open communication channels with all customers/suppliers
- Check and accept or reject dangerous goods shipments for carriage
- Secure cargo and hand search as appropriate
- Initiate, monitor and collate volumetric and weight checks on random shipments to carriers specification
- Prepare T1 documents as required
- Complete pallet inventories as required
- Ensure all services provided are annotated on file to ensure appropriate charges are applied
- Carry out emergency response in line with departmental task cards
- Complete billing database ensuring all accounting information is completed at the end of each week for the accounts section.
- Receive, unload, check and store export cargo for processing

Contract: Permanent.

Hours: 40 per week, on a rotational shift pattern including night and weekend working.

Salary: £26,062.36 per annum (£12.79 per hour).