

## EXTERNAL VACANCY ANNOUNCEMENT



Tirana International Airport SHPK (TIA) is seeking to hire a

### **CARGO AGENT**

who will report to the Cargo Supervisor of the company.

#### **Main tasks and responsibilities of the position:**

*(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)*

- Responsible to accept cargo and mail against documents provided from customers and airlines
- Responsible for booking, tracing and reservation of cargo and mail
- Responsible to prepare airway bills and cargo and mail manifest
- Responsible to perform all data entries for cargo and mail to cargo handling and customs systems
- Ensure that cargo and mail meet the packing and marking requirements and regulations for carriage of special cargo
- Responsible to label, mark and weight cargo and mail
- Responsible of manifesting cargo and mail and communicating data to load control
- Responsible to report damaged shipments and mail and delays or other irregularities
- Responsible to inform customers in connection with arrived cargo and mail
- Responsible for overseeing the loading/unloading of cargo and mail to/from the aircraft

#### **Requirements of the position:**

- Bachelor degree
- Knowledge in transport/logistics area
- least 1 year of experience in aviation field
- Adept at Microsoft Office software
- Ability to work effectively as part of a team
- Very good communication and interpersonal skills
- Intermediate level of English language
- Accurate and skilled at inspecting
- Ability to concentrate and handle detailed work
- Honest, reliable and with integrity

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### Application Procedure:

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in [Tirana International Airport](http://Tirana International Airport) , and submit it via email to [human-resources@tirana-airport.com](mailto:human-resources@tirana-airport.com) with:

- **Subject:** [Name Surname] – Cargo Agent
- **Attachments:** Application Form + CV (PDF/Word)

**Application Deadline: August 11,2025**

Human Resources Department will contact only candidates selected from the documentation screening.