

# AIRPORT SHIPPING CLERK

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## **Job core objectives.**

The position entails the loading and offloading of company vehicles and delivery of goods to the various shades. The shipping clerk will also shadow the processes of monitoring goods leaving the company by using the relevant shipping documents such as invoices, LPOs, Delivery notes.

Key responsibilities.

## **Truck arrival at the airport**

Supervise offloading of trucks on arrival at various agent at the airport.

To ensure actual box count received tally with the delivery notes and any discrepancies reported at once to HOD.

To ensure temperature readings of the products are taken on arrival of the truck and communicated accordingly.

**Cargo Weights:** To ensure that cargo is weighed, and weight dockets countersigned before forwarding to head office.

**KEPHIS inspections:** Ensure timely inspection of the products.

To qualify, you **MUST** have the following essential abilities/competencies for this job role.

- Certificate in stores management/clearing and forwarding or its equivalent.
- Knowledge of Airport operations is an asset.
- At least 2 years relevant experience in a similar field.
- Good communication skills.
- High degree of integrity and honesty in all dealings.
- Flexible and able to work under pressure.

## **Application process.**

If you can clearly demonstrate the above-mentioned skills, please.

1. Visit our Careers website and click on the Careers tab –
2. Click on ‘Click Here’ and then select the position you wish to apply for using the drop-down arrow.
3. Enter the details required and upload your CV and current Pay slip.

## **Deadline**

Monday 15<sup>th</sup> March 2021.

**Kindly note that only shortlisted candidates will be contacted.**

(AAA Growers Ltd.)

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