

Terms of reference for the post of Loader

- Acceptance and deliverance of Cargo (General Commodities, Perishables, Live Animals, Human Remains, Dangerous Goods, Mails) as per IATA regulations
- Issuance of Air Way Bill (AWB)
- Provide and maintain daily manifest
- Send out daily e-data manifest to the respective stations;
- Space arrangements for both online and offline stations;
- Check and confirm packaging, marking, labelling, weight and dimension;
- Prepare and submit daily sales report to HQ;
- Raise bills and collect the payments as per the timeline specified in the contract;
- Maintain fillings of all outbound/inbound documents (Manifests, AV7, AWBs, Invoices, Billing settlements)