



We are the accredited service provider of a major airline company for its catering and ground handling business units and we are currently looking for:

CARGO REPRESENTATIVE

Responsibilities:

- **Execute facilitation in releasing of customer's Cargoes as well as daily preparation of handling reports. Provides proficient and quality acceptance of Cargoes to assure the needs, wants and expectation of clients.**
- **To ensure that the airway bill documents accompanying the shipments are accurately released to the respective consignee while ensuring that customer's queries about the arrival of their shipments are properly responded. To ensure that cargo records are updated in CargoSpot system.**
- **Pleasant and courteous sales transaction conducted (100% of the time counter and acceptance personnel to greet customers appropriately and offer assistance, address customers by names and thank Cargo customers for patronizing our services.**

Requirements:

- **Candidate must possess at least a Bachelor's/College Degree of any course**
- **With pleasing personality and preferably 18-26 years old.**
- **Can communicate well both oral and written in English and Filipino.**
- **Willing to work on shifting schedule, weekends and holidays**

Interested applicants must submit the following:

Drop Detailed resume with 2x2 recent colored picture at
Skylogistics Clinic

Located at PAL Admin. Bldg

Mactan Airport Lapu-Lapu City or

Email: careers.mactancebu@skylogistics.com.ph

Indicate CARGO REP in the space provided at the subject line.