

Cargo Manager

Reports to: Director, Ground Services
Division: Everts Air Cargo

Department: Cargo
Station: ANC

Job Summary:

Manage the cargo department to ensure that all company standards are met. Develop and implement procedures to ensure that the department is operating at the maximum level of safety, efficiency and profitability. This includes developing employees to the extent that they promote the safe, efficient, and timely handling and transportation of mail and freight, as well as the addressing and resolution of customer concerns.

Essential Functions:

1. Perform assignments and work duties in an effective manner to meet established deadlines and goals.
2. Perform disciplinary functions within the department including coaching, counseling, reviews and termination of employees.
3. Promote a safe and efficient work environment for employees and customers through establishing standardized procedures.
4. Maintain updated job descriptions, standards and guidelines for cargo related positions.
5. Assure service standards are maintained or exceeded in relation to company policy and customer expectations.
6. Manage the department in such a manner that realizes the highest potential profit for the company, while focusing on cost conscious issues such as productivity and warehouse supplies and equipment.
7. Implement company policy/directives within each work group and ensure follow through.
8. Develop and maintain excellent and timely communication and cooperation with all Everts Air Cargo management, department personnel, agent stations and primary vendors.
9. Assist other stations and customers in solving transportation and service issues.
10. Assist in identifying, creating and developing business opportunities that will expand market share and service capabilities.
11. Develop future planning goals and objectives and research strategies to identify changes to the department that are achievable and realistic, and that complement the company's current growth strategy.

Additional Duties:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.
2. Challenge any person who may be attempting to access restricted areas without proper identification or escort.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
2. Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, bend, stretch, stand, knee, walk and extend legs.
3. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Requires 3-5 years prior management experience, indicating prior advancement during this period.
2. Excellent written and oral communication skills.
3. Demonstrated problem solving expertise. Ability to motivate and develop employees.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____