

Cargo Operations Assistant (Based in Chennai)

Chennai, India | Posted on 23/12/2025

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Job Description

This vacancy is applicable only for Indian citizens

The incumbent will be responsible to ensure smooth operations and maximize the utilization of space effectively, be actively involved in the day-to-day functions to assist in earning revenue for the company.

Key responsibilities will include:

- Assist and support the Cargo Supervisor in developing and handling Operational issues.
- Maintain all records and reports pertaining to day-to-day activities on Cargo Exports & Imports.
- Update Cargo Arrival information to agents/consignees and ensure that cargo is released to the agents/consignees at the earliest.
- Checking inward date for each flight in order to facilitate smooth clearance of import cargo.
- Coordinating with Airport Authority of India (AAI) & Customs for Import Amendments and Transshipments.
- Organizing to store the Import Unit Loading Devices (ULDs) at the designated area and ensure the safety of ULDs.
- Manifesting and Releasing Cargo from warehouse on time and position the cargo at the Tarmac before the arrival of flight.

Requirements

- Pass Senior Secondary School level Examination.
- A credit or equivalent pass for English in Secondary School Level Examination.
- 02 years of work experience in relevant discipline.

Proficiency in written & spoken English is essential.

Be an Indian Citizen.

The upper age limit should be 30 years as at the closing date 03rd January 2026.

Please upload your CV along with the educational certificates and the documentary proof for work experience.

Influencing will be a reflection of unsuitability.

We are an equal opportunity organization.

Employment will be offered on fixed term contract.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Grade

3

Division Name

Cargo

Date Opened

23/12/2025

Application Closing Date

03/01/2026

Job Type

Full time

Industry

Airline - Aviation

City

Chennai

Province

Tamil Nadu

Country

India

Postal Code

635655