

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.

Job Information

Grade

3

Division Name
CargoDate Opened
23/12/2025Application Closing Date
03/01/2026Job Type
Full timeIndustry
Airline - AviationCity
ChennaiProvince
Tamil NaduCountry
IndiaPostal Code
635655

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.