Tirana International Airport SHPK (TIA) is seeking to hire a

RAMP AGENT

who will report to the *Ramp Supervisor* of the company.

Main tasks and responsibilities of the position:
(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)

- Responsible to oversee ground handling activities to ensure the safe, effective, and punctual turnaround of aircraft while strictly adhering to local regulations, airline procedures, and standard operating procedures;
- Responsible to ensure that all services are delivered within the airline standards of compliance, managing and coordinating various activities or services as necessary;
- Responsible to coordinate & Supervise loading/unloading activities (acting as SAL) based on the load plan (load instruction report form) to ensure the efficient transfer of baggage, mail and cargo, maintaining also communications with Baggage Sorting Area and Cargo/Mail Agent;
- Responsible to coordinate all phases of aircraft handling, including catering, cleaning, fueling, crew and passenger boarding/de-boarding;
- Responsible to maintain constant communication and cooperation with the load and balance controller, providing all required flight documents, trip figures, and load instruction reports;
- Responsible to prepare paperwork for crew including flight plans, weather reports, passenger lists and documentation;
- Responsible to act as a safety coordinator throughout the duration of the turnaround activity, implementing and maintaining safe and secure processes;
- Responsible for Headset operation and marshalling aircraft during arrival and departure;
- Responsible for headset operation during pushback procedure and coordinate with flight crew and Ground Support Equipment (GSE) operator;
- Responsible for reporting non-conformities and equipment`s status during operation to ramp supervisor;
- Operate a variety of airline and TIA computer systems and handheld devices.
- Responsible to complete all necessary documents, checklists, and reports for each assigned flight and submit them for retention, adhering to Airlines or IATA standards.

Requirements of the position:

Bachelor degree preferred.
- Driver's license.
- Knowledge of passenger handling and gate processes is preferred.
- Preferably at least 1 year of experience in the aviation field.
- Intermediate level of English language.
- Strong verbal and written communication skills;
- Ability to work effectively as part of a team;
- Ability to strictly follow procedures, accurate and skilled at Inspecting;
- Adept at Microsoft Office software;
- Ability to work in high pressure environment;

TIRANA
INTERNATIONAL
AIRPORT
Nënë Tereza

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E-mail: info@tirana-airport.com

• Strong organizational and time management skills;
• Honest, reliable and with integrity

To apply for the above mentioned position the applicants should fulfill the Internal Application Form, which can be found in the Administration Building, Office Nr.101, and submit it together with a recent CV to the following address: human-resources@tirana-airport.com, or to the reception of the Administration Building (Rinas).

Human Resources Department will contact only candidates selected from the documentation screening.

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