



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

Cargo Supervisor

who will report to the **Director of Airport Operations** 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)

- **Supervise Daily Cargo Operations:** Ensure compliance with Tirana International Airport's policies, safety regulations, and international standards (IATA, ICAO) for cargo handling.
- **Coordinate Cargo Handling:** Manage the loading, unloading, storage, and transfer of cargo, including hazardous and temperature-sensitive materials, ensuring safe and efficient operations.
- **Oversee Cargo Equipment:** Monitor the use, maintenance, and repair of cargo handling equipment to prevent operational disruptions and ensure functionality.
- **Manage Customer & Stakeholder Relations:** Act as the primary point of contact for cargo customers (airlines, freight forwarders, customs officials), addressing inquiries and resolving service issues.
- **Lead & Develop Cargo Team:** Provide training, mentorship, and performance feedback to the cargo team, ensuring operational efficiency, safety, and professional growth.
- **Monitor Performance & Compliance:** Conduct inspections and audits to ensure cargo operations meet safety and security standards; track and improve key performance indicators (KPIs).
- **Assist with Budget & Resource Management:** Contribute to budget preparation, control staffing and equipment costs, and forecast resource requirements to adapt to fluctuating cargo volumes.

Requirements of the position:

- Bachelor degree preferred;
- Ability to work effectively as part of a team
- Knowledge in transport/logistics area, advanced cargo, and dangerous goods
- At least 3 years of experience in air cargo field
- Adept at Microsoft Office software
- Ability to lead, motivate and manage their team
- Ability to prioritize work and meet deadlines
- Very good communication and interpersonal skills
- Intermediate level of English language
- Committed to providing a high standard of service
- Ability to work under stress and respond to emergencies
- Honest, reliable and with integrity

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in the following website: www.tirana-airport.com 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).

Application Deadline: 29/11/2024



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