



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)*

- **Oversee Ground Handling:** Ensure safe, effective, and timely aircraft turnaround, strictly adhering to local regulations, airline procedures, and standard operating procedures.
- **Manage Service Delivery:** Ensure all services meet airline compliance standards, coordinating necessary activities or services.
- **Coordinate Loading/Unloading:** Supervise loading/unloading based on load plans to efficiently transfer baggage, mail, and cargo, maintaining communication with relevant departments.
- **Oversee Aircraft Handling:** Coordinate all phases of aircraft handling, including catering, cleaning, fueling, and boarding/de-boarding.
- **Maintain Communication:** Work closely with load and balance controllers, providing necessary flight documents and reports.
- **Prepare Flight Documents:** Ensure crew paperwork, including flight plans, weather reports, and passenger lists, is completed accurately.
- **Ensure Safety Standards:** Act as safety coordinator during turnaround, ensuring safe and secure processes.
- **Operate Headsets and Marshall Aircraft:** Manage headset operation and marshal aircraft during arrival, departure, and pushback.
- **Report Non-Conformities:** Communicate any operational issues or equipment status to the ramp supervisor.
- **Operate Systems:** Use a variety of airline and TIA computer systems and handheld devices.
- **Upon Arrival:** Inspect parking stand for FOD, place chocks and cones, conduct aircraft inspection, and communicate with cabin and deck crew.
- **Prior to Departure:** Ensure baggage is loaded per instructions, facilitate pre-boarding and boarding procedures, and conduct pre-departure walk around.
- **Complete Documentation:** Ensure all necessary documents, checklists, and reports are completed and submitted per airline or IATA standards.

#### Requirements of the position:

- Bachelor degree preferred;
- Knowledge of passenger handling and gate processes is preferred;
- Upper intermediate level of English language
- At least 1 year of experience in the aviation field
- Ability to effectively and efficiently coordinate the actions of team members;
- 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;
- 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](http://www.tirana-airport.com) and submit it together with a recent CV to the following address: [human-resources@tirana-airport.com](mailto: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.