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# Example of Cargo Agent Job Description

Our innovative and growing company is hiring for a cargo agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cargo agent

* Understand claims policy and its impact on company assets and guide
* Pick, pack, load, unload, move, stack, and stage product and materials using a forklift or other power equipment
* Use scanner for picking, receiving and load functions, as required
* Greet customers, accept freight, and screen cargo according to TSA regulations
* Arranges transport of goods with airline companies
* Notifies consignees, passengers, or customers of the arrival of freight, and arrange for delivery
* Advises clients on transportation
* Prepares manifests showing, mail, freight weights, and transmits data to destinations
* Understand and be proficient in hazardous material handling and shipping requirements
* Checks import/export documentation to determine cargo contents, and classify goods into different fees and tariff groups

## Qualifications for cargo agent

* Able to obtain restricted area clearance (AOA card)
* Load control knowledge & experience is added advantage
* At least 2+ years of Cargo service /airport experience would be an added advantage
* Good planning and organizing, excellent decision making skills
* Ability to be creative to seek opportunities to make improvements
* Ability to apply skills and knowledge so as to effectively and spontaneously manage and oversee the airport cargo operations