



### ***Come Join Our Team!***

We are seeking to recruit a suitably qualified, innovative and self-driven professional to be based in Suva for the position of **Airfreight Assistant**.

Key responsibilities will include:

- Witness the packing of air freight cargo at customer's site
- Check, verify and approve the relevant documentation for processing, and liaise with airline for booking of cargo
- Screen (according to CAAF requirements) and deliver the cargo to relevant airline at the airport
- Liaise with bio security and customs (CAAF/ATS) as required for approval of air freight cargo
- Study work orders to determine department-specific logistic requirements
- Coordinate activities with Equipment and Customer Service to ensure timely support of required logistics work
- Perform follow up and tracking activities to determine cargo status
- Address airfreight and procurement problems such as delays and inaccuracies according to company protocols
- Handle freight consolidation, cost analysis, routing, and scheduling logistics
- Ascertain that all aspects of logistic such as airfreight, warehousing, and procurement are working in sync with each other
- Create and maintain contingency plans to ensure that all implemented logistic programs work successfully
- Oversee appropriate storage and security of procured items and ensure proper allocation of space for fragile items and dangerous goods
- Plan for and negotiate technical difficulties and prepare paperwork for airfreight and regulatory bodies
- Any other work required by your Immediate Supervisor and/or Manager, from time to time

Reporting directly to the Airfreight Coordinator, the successful incumbent must have the following pre-requisites:

#### **Position Competencies and Personal Attributes**

- Computer skills with knowledge of Microsoft Office products
- Strong communication Skills – both written and verbal
- Must be able to work unsupervised
- Must be resourceful and able to find solutions to problems
- Knowledge of area roads and neighborhoods
- Ability to lift heavy packages and loads
- A polite and professional disposition
- Possess cultural awareness and sensitivity

#### **Education & Work Experience:**

- Must have completed High School
- Adverse Police Clearance Record
- A valid driver's license
- A clean driving record
- Knowledge on OHS

**Shipping Services (Fiji) Pte Ltd** offers an attractive salary package with benefits which will commensurate with qualifications and experience to the successful candidates.

All applications with a cover letter, a detailed CV and copies of relevant certificates/transcripts and character references are to be addressed to:

**The Administration Manager,**  
Email: [vacancies@ssfl.com.fj](mailto:vacancies@ssfl.com.fj)

***Applications close on 24<sup>th</sup> July, 2026***