



Job Description: CARGO AGENT (Anchorage)
Reports to: Director of Stations

The Cargo Agent ensures that customer freight and mail is accurately processed and safeguarded in safe and efficient manner according to Ryan Air policy and procedures.

Essential Functions and Duties:

- Ensures that all mail and freight received is accurately processed.
- Assists with mail and freight on hand daily reconciliation.
- Delivers backhaul mail and freight to either the post office, main line carriers or customers in a timely manner.
- Assists with the loading and unloading of aircraft, including aircraft associated with ground service contracts.
- Maintains ramp and mail and freight storage areas.
- Stage flight loads per pre load manifest.
- Loads aircraft.
- Marshals aircraft.
- Assists customers with shipping, receiving, or locating their freight orders either in person or on the phone and making deliveries, as needed.
- Performs daily maintenance and fluid checks on ground service equipment.
- Assists with the repair and maintenance of the facility.
- Notifies the Lead Cargo Agent or Station Manager of any facility or vehicle maintenance needs or discrepancies.
- Operates ground service equipment.

Preferred Education and Experience:

- High school graduate or equivalent.
- Two year of applicable experience preferred.
- Good computer skills.

Physical Demands:

- This position is very active and may require standing, walking, bending, kneeling, stooping, crouching, crawling and climbing up to 8 – 10 hours a day.
- Requires frequent and routine lifting or moving items weighing over 70 pounds.



Special Requirements:

- Must be able to pass a ten year security background check for airport badging.
- Must be 19 years or older with a clean driving record in the past five years.
- May be required to submit to a pre-hire drug test and/or be subject to random drug testing, if applicable.

Work Schedule: Standard work week.

Rate of Pay: DOE