



INFORMATION FOR APPLICANTS

COURIER, PORT HEDLAND

BACKGROUND

Golden Eagle Airlines is the agent for Australian air Express Regional in Port Hedland Area. We are also contracted by Australia Post to deliver parcel post in Port Hedland, South Hedland and Wedgefield.

THE POSITION

We are seeking the services of a courier to work as part of a tight knit team. The position involves sorting, delivering and collecting parcels and other items of freight in and about the South Hedland, Wedgefield and Port Hedland areas as directed by the Air Cargo Co-ordinator. The position also includes carrying out administrative duties associated with courier duties and generally working with the team in handling cargo, cleaning the depot and cleaning vehicles. There are also other related duties as directed by the Air Cargo Co-ordinator. Please note that some weekend work is required on a roster basis.

THE PERSON

The successful person will be a well organized and highly motivated person who processes superior communication and interpersonal skills, has an ability to follow instructions precisely and work as part of a team. A police clearance is also needed for this job.

SALARY AND CONDITIONS

This full-time position commencing wage will be paid at a rate of \$22 per hour. This will be reviewed after three months. Other minimum conditions apply.

TRAINING

Training for this position will be provided on the job. The successful applicant will also be required to attend inductions for work sites that they will need to enter.

APPLICATIONS

Please write a letter showing how you meet the selection criteria listed on the attached job description form. Please hand deliver or email this letter and your resume together with any other documentation in support of your application to our Port Hedland Office at the Airport in Port Hedland during office hours. Our email address is admin@goldeneagleairlines.com

If you require assistance or have any queries, please call us on 9140 1181.

Golden Eagle Airlines is an equal opportunity employer and we promote a smoke free environment

GOLDEN EAGLE AIRLINES JOB DESCRIPTION FORM

1. POSITION IDENTIFICATION

POSITION TITLE: COURIER – PORT HEDLAND AREA

2. POSITION RELATIONSHIPS

RESPONSIBILITIES TO: TITLE: GENERAL MANAGER

RESPONSIBILITIES TO: TITLE: AIR CARGO CO-ORDINATOR

THIS POSITION: TITLE: COURIER

3. KEY RESPONSIBILITIES

Corporate

Each employee has a responsibility for the following integral aspects of our business:

- to provide each of our customers with a quality service that exceeds their expectations
- to have a commitment to safety and carry out all duties in a safe manner
- to have a commitment to co-workers to build harmonious relationships and work as a team
- to have a commitment to continuous improvement at a corporate and individual level

Individual

As part of the Port Hedland Team, sorts, delivers and collects parcels and other items of freight in and about the Port Hedland area as directed by the Air Cargo Co-ordinator. Carries out administrative duties associated with courier duties. Works as part of the team in handling cargo, cleaning the depot and cleaning vehicles. Carries out other duties as directed.

4 STATEMENT OF DUTIES

1. Carries out freight/parcel pick up and delivery duties in accordance with Australian air Express, Australia Post and Golden Eagle Airlines procedure manuals including the sorting and processing of parcels/freight and loading of vehicles in an efficient and well organised manner.
2. Carries out administrative duties associated with freight/parcel pick up and delivery including scanning, entering statistics and other administrative duties on a daily basis.
3. Delivers and picks up parcels in accordance with schedules.
4. Carries out administrative duties associated with courier duties.
5. Actively promotes Australian air Express and Golden Eagle Airlines freight operations by assisting and providing information to existing and prospective customers in a friendly and helpful manner.
6. Details vehicles as required (at least on a weekly basis) and maintains vehicle fuel, water and oil levels. Ensures that vehicle is booked in for regular scheduled servicing.
7. Assists with Skywest and other flights and assists customers with air cargo on a roster basis as required.
8. Assists when possible with general administrative duties and with other duties as required.

5. SELECTION CRITERIA

ESSENTIAL

1. A minimum of year 10 level of education or equivalent.
2. Must be physically fit and able to handle cargo. Previous experience in handling air cargo is preferred but not essential.
3. Superior communication and interpersonal skills.
4. Good organisational skills and an ability to work as part of a team.
5. Initiative and ability to follow instructions precisely.
6. A C Class Drivers Licence.

6 APPOINTMENT FACTORS

LOCATION: Port Hedland Airport

7. CERTIFICATION

(i) GENERAL MANAGER

Signature:

Date:

- (ii)** As occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME

SIGNATURE

DATE