

**Company Overview:**

We are a leading air cargo company dedicated to providing exceptional service in the transportation and logistics industry. With a global presence, we specialize in efficient and reliable air freight solutions, to various industries worldwide.

**Position:**

We are seeking a skilled and detail-oriented customer and operations service assistant to join our dynamic team. The successful candidate will play a pivotal role in supporting daily administrative tasks and contributing to the smooth operation of our air cargo services.

**Responsibilities:**

- Provide administrative support to the operations team.
- Manage and organize paperwork, documentation, and electronic files.
- Coordinate communication between various departments and external stakeholders, (trucking and handling and airlines)
- Assist in scheduling and coordinating shipments, ensuring accuracy and compliance.
- Maintain databases and records accurately.
- Handle inquiries and provide information to clients and partners.
- Cargo shipments reservations and follow up.

**Requirements:**

- Proven experience (1 year) in logistics and/or exports roles, preferably in the air freight transportation and logistics sector.
- Proficiency in Microsoft Office Suite and familiarity with database management.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Attention to detail and accuracy in handling documentation.
- Ability to work efficiently in a fast-paced environment.
- Advance level in English.
- Knowledge of Portuguese will be an important asset.

**Benefits:**

- Opportunities for professional growth and development.
- Collaborative and inclusive work environment.
- Health insurance and other benefits.
- Salary around 21.000 euros, negotiable according to value

If you are passionate about logistics, possess strong administrative skills, and thrive in a dynamic atmosphere, we encourage you to apply. Join us in delivering excellence in air cargo services!

To apply, please submit your resume and cover letter detailing your relevant experience and why you'd be a great fit for this role.