JOB VACANCY

Universal Enterprises



Universal is looking for an energetic and enthusiastic individual with a positive attitude to join our team as.

Deadline: 7th November 2026
career@universalenterprises.com

Cargo Agent - Emirates CSA

Salary: MVR 10,000.00

No. of Vacany:01

KEY DUTIES / RESPONSIBILITIES

- Coordinate and oversee airport-related operations, including flight arrivals and departures, airport transfers, and communication with airline representatives and ground-handling personnel.
- Track import shipments and update delivery status.
- Process bookings, confirm availability and manage reservation changes.
- Stack and secure freight onto pallets or into ULD contours following weight-and-balance guidelines.
- Warehouse monitoring, preparation and execution of Air Waybills (AWBs) to ensure seamless carrier acceptance and full regulatory compliance.

REQUIREMENTS

- Completed Advance level. (Other Qualification will be added advantage)
- Minimum 1 years of experience in the required field.
- Excellent Communication skills.
- Capable of multitasking & working under pressure

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