

Cargo Coordinator – Thompson, Manitoba

This dynamic, multi-faceted position serves as the vital link between commercial services and flight operations for cargo related business. The Cargo Coordinator is responsible for providing customers sales information, including aircraft capabilities and pricing. Additionally, they must ensure pre-flight planning is in place, including ground equipment, and other special requests. Coordinators will maintain clear lines of communications with flight crews, charters, cargo, maintenance, and customers as required regarding daily operations.

Duties and Responsibilities shall include the following:

- Data entry of receiving inventory
- Printing Inventory Check Sheets and performing inventory corrections
- Creating Pick Sheets off cargo to be shipped onto select aircraft
- Creating Virtual Warehouses for loads departing late or following day
- Responsible for the accurate load planning of all assigned aircraft, ensuring total gross payload, floor loading limits, size restrictions, and load distribution is planned within any applicable tolerance or limitation published in the associated Aircraft Flight Manual
- Editing Aircraft Manifests to reflect proper information off the Load Control Forms
- Emailing and/or Printing Manifests or Customer Sign Sheets to associated Aircraft iPads
- Emailing Load Control Forms to associated Aircraft iPad and SOCC
- Saving on computer and Printing a copy of Load Control forms for filing of Paperwork Package, Paperwork Package includes: Load Control Form, Reweigh Sheet, Pick Sheet, Any Voided paperwork included with load marked "VOID"
- Watching and replying to emails associated with their base
- Answer radio calls, maintaining contact and relay of info to appropriate team members for items such as ETA, Backhaul info, or aircraft issues
- Completion of NOTOC for any Dangerous Goods shipped and filing of this paperwork with DG Declarations and DG Checklists attached
- Ensure available store envelopes are taken with flight crews for every load they are carrying
- Use of the company SMS site to report any deficiencies, incidents, accident and suggestions to enhance the safety of NorthStar Air
- Frequent use of systems used within NorthStar Air such as Skyline, SMS site, Email, Excel, and Word
- Help team members sticker reweighted pallets
- Help team members complete reweigh sheets
- Help team members wrap pallets
- Clean and sweep Office Area, Reweigh Stations, Restrooms, General Area and Break Room
- Any other duties assigned by Supervisor, Team Lead, or Manager

Please note that applicants for this position must have current eligibility to work in Canada in order to be considered for this opportunity. While we appreciate all resumes received, we can only contact directly those applicants under consideration for interview. Accommodations may be available on request for candidates taking part in all aspects of the selection process.

If you are interested in this position, please send your resume and cover letter to employment@northstarair.ca with the subject "YTH Cargo Coordinator"