

Office Administrator – Thompson, Manitoba

The Office Administrator is responsible for planning and overseeing all administrative support and office services for the base. This includes coordinating and communicating office activities, reception duties, shipping and receiving, contract management, supplies and stationery, health regulations, and general troubleshooting.

Duties and Responsibilities shall include the following;

- Data entry of receiving inventory
- Dangerous Goods Acceptance if applicable
- Answer radio calls if applicable, maintaining contact and relay of info to appropriate team members for items such as ETA, Backhaul info, or aircraft issues
- Filing and maintaining file organization of all appropriate paperwork
- Answering phone and dealing with head office, vendor, customer and general calls
- Calling customers for pickup of goods received, calling for services as directed by Base Manager
- Filling out truck paperwork for outbound shipments as applicable
- Creating and maintaining base Purchase Orders and Job Task Cards as applicable
- Daily Sales Reports (DSR) and bank deposits as required
- Petty Cash management and Monthly Reporting
- Processing of various forms of payment for general shipments or tickets
- Passenger Check-in, Baggage Weigh-in, Tagging and Payments as relevant to base
- Frequent use of systems used within NorthStar Air such as Skyline, SMS site, Email, Excel, and Word
- Filling in Base staff scheduling if required by Base Manager
- Clean and sweep Office Area, Reweigh Stations, Restrooms, General Area and Break Room
- Manage and order base office supplies, cleaning supplies, or general supplies under the direction of the Base Manager through our selected Vendors
- Use of the company SMS site to report any deficiencies, incidents, accident and suggestions to enhance the safety of NorthStar Air
- Assisting team members in basic functions of warehouse if required
- All other duties assigned by Base 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 Office Administrator"