

Employment Opportunity

Job Title	Supervisor
Location	Thompson, Manitoba
Status	Full-time
Competition Start Date	April 1, 2021
Competition Deadline	April 30, 2021
Starting Compensation	\$21.00-\$24.00 Commensurate on experience

Purpose of the Position:

The Supervisor has a high-level responsibility to ensure the safe operation of all departments within their team, this includes their Receivers, Cargo Coordinators, Receivers, Fuelers and all Ground Crew. The Supervisor must ensure that there is an excellent level of team cooperation between Ground Crew, Maintenance, Pilots, Vendors, Contractors and Clients and ensure that each of these have a safe and cooperative experience with NorthStar Air.

Duties and Responsibilities shall include the following;

- Oversee that the Safe Operation and Safety Standards of North Star Air are met or exceeded
- If there is no Team Lead you must maintain continuous communication with Operations and Cargo department to ensure operations are performed efficiently and effectively
- Use of the company Safety Management System (SMS) site to report any deficiencies, incidents, accident and suggestions to enhance the safety of North Star Air
- Perform the Job Function of the Cargo Coordinator if required by base
- Perform and ensure correct procedure compliance with Load Control functions are performed within company standards
- Familiarization and keeping up to date with any information in the Ground Operations Manual (GOM) to perform and oversee that proper procedures are known and complied with
- Oversee and Perform Ground Operations such as but not limited to; Aircraft Marshalling, Ground Support Equipment Operation, Load Stage and Load Builds, Cargo and Baggage Handling, Loading and Off-loading of Aircraft, Cargo Receiving, Inventory Management, Refueling of Aircraft, De-Ice of Aircraft, Ramp and Hangar cleanliness and organization
- Assignment of duties to Teams for Receiving, Staging, Aircraft Loading, and General Duties
- Coaching and assisting your teams in their duties and as directed by your Base Manager, performing On-The-Job Training with employees
- Monitoring and ensuring that the highest level of care is given to freight especially within the categories of; Fragile, Cooler, Frozen, Do Not Freeze, DG, Rush and any other category you find requires special handling
- Meeting North Star Air's high standard of On-Time Performance without the compromise of NorthStar Air's highest standard and priority of safety
- Respect and maintain the confidentiality of NorthStar Air, Staff and Customers
- Progressive Discipline of Staff using North Star Air's progressive discipline policy and disciplinary reports as found on our SMS site
- Morning Tool Box meetings and End of Day Shift Reports as required to your alternates, Team Lead or Base Manager
- All other duties assigned by the Team Lead or Base Manager

Qualifications:

- Previous experience in a warehouse management function or supply chain management position is an asset
- Experience working with shrink-wrap including proper usage techniques

- Forklift operator's certificate as well as experience utilizing forklifts an asset
- Full driver's License and access to reliable vehicle for personal use
- Team leadership and teambuilding abilities.
- Direct working knowledge of operations, warehouse management, and transportation management.
- Ability to interpret and act upon complex instructions.
- Solid project management skills are essential.
- Excellent analytical and problem-solving skills.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Strong quantitative and critical thinking skills.
- Excellent conflict resolution skills, diplomacy, and tact.
- Persuasive, motivational, and persistent.
- Excellent planning and resource allocation skills.

Working Conditions:

- Travel may be required.
- Able to physically inspect company property and assets.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Lifting or moving up to 40lbs may be required.

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 Supervisor"