

Employment Opportunity

Job Title	Ground Support
Location	Various
Status	Full-time
Compensation	\$18.00/hour + 4% Vacation + \$240 Northern Living Allowance (Where Applicable)

Purpose of the position

Under the direction of the Base Manager, you will be primarily responsible for offering logistical ground support to air crews and cargo acceptances. Additional assignments will also include general labor duties, loading and offloading aircraft, general housekeeping, data entry, and other duties as assigned by management.

Responsibilities & duties

- Ensure excellent customer services when handling customer calls/inquiries; accepting cargo; collecting payment; providing quotes and in any other customer situation
- Contact customers regarding incoming freight, required purchase orders or monies due in a professional and courteous manner
- Accurately produces all freight loads for company aircraft according to the prescribed aircraft weight and balance prior to scheduled departure times
- Maintain accurate records of all incoming and outgoing freight
- Accurately enter all incoming freight into Skyline
- Cargo acceptance and inventory control
- Complete Daily Cash Outs and any other required paperwork
- Follow company policies and procedures when accepting dangerous goods
- Perform and uphold North Star's Customer Service Standards to both internal and external customers
- Any other related duties as assigned

Skills & qualifications

- High school diploma or equivalent is an asset
- Previous shipping and receiving experience is an asset
- Demonstrated ability to operate material handling equipment including forklift truck
- Knowledge of filling out waybills is an asset
- Able to communicate both verbally and in writing
- Basic mathematical skills
- Able to work efficiently as a part of a team as well as independently
- Computer literacy, including working skills of Excel and e-mail
- Attention to detail in all areas of work.
- Excellent organizational, time management and prioritizing skills

- Ability to communicate in Oji-Cree or Ojibway is an asset
- Ability to lift up to 40lbs; Repetitively

Working conditions

- Overtime as required
- Weekend work may be required
- Standard Hazards associated with trade

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.

We are currently looking for Ground Support in Red Lake Ontario, and Pickle Lake, Ontario, however, opportunities may arise at other locations.

If you are interested in this position please submit your cover letter and resume to:

Mail: North Star Air Ltd.
Attention: Human Resources
1480 Walsh Street West
Thunder Bay, Ontario P7E 6H6

Email: employment@northstarair.ca
Subject: Ground Support (Northern)