

# JOIN OUR TEAM: FLIGHT FOLLOWER



Location - Thunder Bay, ON

Status - Full Time

Start Date - TBD

Application Deadline - June 4<sup>th</sup>, 2025

Compensation - \$20.26

Competition # - 2025-028

## Description:

The Flight Follower is an integral part of the Passenger Operations Control Centre. While tracking North Star Air flights progress, they will provide companywide communication during irregular operations. They relay weather information to pilots and issue daily flight assignments and aircraft parking instructions. They will initiate emergency response protocols if needed.

## ➤ Key Responsibilities:

- Follow assigned flights by using tracking software and entering departure and arrival information into reservations software
- Relay weather information to pilots
- Initiate emergency response procedures as required
- Communicate daily flight assignments to flight crew
- Action Irregular Operation recovery plans
- Liaise between flight crew, ground crew, maintenance crew and other internal and external customers to ensure a successful operation
- prepare charter quotes
- Other duties as assigned.

## ➤ What We're Looking For :

- High School Diploma or equivalent
- Able to communicate both verbally and in writing
- Previous aviation experience is an asset
- Computer literacy
- Excellent organization and prioritizing skills
- Ability to communicate in Oji-Cree or Ojibway an asset

## **Working Conditions**

- Overtime as required
- Weekend work may be required

## **Benefits**

- Life Insurance
- On-site parking
- Paid time off
- Profit sharing
- RRSP
- Employee Value Program
- Flight Benefits
- Vision Care
- Casual dress
- Company events
- Retirement Plan
- Dental Care
- Disability Insurance
- Employee Assistance Program
- Employee stock purchase plan
- Extended healthcare

Please send your cover letter and resume to [employment@northstarair.ca](mailto:employment@northstarair.ca)

Ensure the email subject line is titled "Flight Follower" to distinguish from other emails.