

JOIN OUR TEAM: GROUND SUPPORT



Location - Kapuskasing, ON

Status - Full Time

Start Date - TBD

Application Deadline - June 11th, 2025

Compensation - \$23.26-\$27.68

Competition # - 2025-029

Description: 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.

➤ Key Responsibilities:

- Use of the company SMS site to report any deficiencies, incidents, accidents and suggestions to enhance the safety of NorthStar Air
- Loading and off-loading of Aircrafts
- Ensuring Pylons and Buffer Zones are established around aircrafts
- Marshalling Aircrafts
- De-Icing, Washing and Grooming of Aircrafts
- Ground Service Equipment use such as but not limited to; Heat Carts, Heaters, Lifting Devices, De-Ice Units, Ground Power Units, Fuel Systems, Tractors, Pallet Jacks, Forklifts, and Loaders within issued training and authorization
- Off-loading and loading of trucks
- Picking, sorting, wrapping, and weighing loads assigned to Aircrafts
- Sweeping and cleaning Hangar and Ramps
- Regular FOD checks throughout properties
- General housekeeping duties as assigned
- TMS use in receiving, shipping, and dispatching freight
- Completion of daily task list assigned
- Freezer, cooler and freight temperature checks
- Ensuring freight is properly stored and handled within its associated temperature control environment
- 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

- Snow removal, entrance cleaning, sanding slippery surfaces
- Inventory checks
- Fueling of aircrafts
- Installing, removing, organizing and storage of BATT fuel systems for Aircrafts
- Servicing of ground equipment as applicable
- Fueling of all Ground Equipment
- Circle checks on all ground equipment used
- Crewman duties onboard Aircrafts as applicable
- All other duties as assigned

What We're Looking For :

- 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
- Hold a drivers license
- Ability to communicate in Oji-Cree or Ojibway is an asset
- Ability to lift up to 40lbs

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
- Company events
- Retirement Plan
- Dental Care
- Disability Insurance
- Employee Assistance Program
- Employee stock purchase plan
- Extended healthcare

Please note that applicants for this position must have current eligibility to work in Canada 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.

Please send your cover letter and resume to employment@northstarair.ca

Ensure the email subject line is titled "Ground Support" to distinguish from other emails.