

# JOIN OUR TEAM: OFFICE ADMINISTRATOR



Location - Thunder Bay

Status - Full Time

Start Date - TBD

Application Deadline - September 17, 2025

Compensation - \$20.26

Competition # - 2025-031

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

## ➤ Key Responsibilities:

- Coordinate meetings, training, calendars, bookings, catering, and company events.
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Answer and manage/assign inbound telephone inquiries.
- Create, cancel, and change reservations for passengers
- Finalization of flights within software
- Complete Agent Daily Sales Reports
- Take, distribute, and archive meeting minutes.
- Arrange travel accommodations for key personnel required business trips in an economical and timely fashion, including hotel bookings, etc.
- Inventory control of general office supplies, stationery, kitchen supplies, etc.
- Negotiate contracts and service level agreements for third party suppliers and/or service providers.
- Ensuring the office remains tidy and presentable by cleaning areas such as the boardroom, kitchen, bathrooms, etc.
- Monitor Office Cleaner's logbook daily.
- Handle vehicle licensing (stickers), insurance renewals, insurance claims and coordinating repairs
- Record all incoming payments and forward to Accounting Department
- Approve orders/invoices
- Work closely with the executive team on a variety of things
- Other duties as required

## ➤ Working Conditions

- Overtime/ weekend work as required.
- Lifting or moving up to 20lbs may be required.

## What We're Looking For

- Post-secondary education in Business or equivalent
- Direct working knowledge of aviation industry operations and transportation management preferred.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Experience in managing third-party service providers.
- Strong knowledge of Microsoft Office products, including Excel and Word.
- Knowledge of local and federal regulations and ordinances.
- Excellent analytical and problem-solving skills.
- Superior telephone manners and strong interpersonal skills.
- Good financial and business awareness.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Strong customer service orientation.
- Able to work with minimal or no supervision.
- Must be able to successfully complete a Criminal Records Check.

## Skills & Competencies

- Problem Solving
- Intermediate Level Computer Skills
- Accountability and Dependability
- Decision Making and Judgement
- Planning and Organizing
- Communication
- Team Work

## Benefits

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

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

Ensure the email subject line is titled "Office Administrator" to distinguish from other emails.