

## Employment Opportunity

<b>Job Title</b>	Ground Support
<b>Location</b>	Red Lake, ON
<b>Status</b>	Full-time
<b>Compensation</b>	\$24.54/hour

## 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
- Follow company policies and procedures when accepting dangerous goods
- Perform and uphold North Star Air's Customer Service Standards to both internal and external customers
- Deicing Aircraft (if trained)
- Fueling Aircraft (if trained)
- 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

## **Additional pay**

- Overtime pay

## **Benefits**

- Casual dress
- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Employee stock purchase plan
- Extended health care
- Life insurance
- On-site parking
- Vision care

## **Schedule**

- 10 hour shift
- 12 hour shift
- 8 hour shift
- Day shift
- Holidays
- Monday to Friday
- Overtime
- Weekend availability

## **Ability to commute/relocate**

- Red Lake, ON: reliably commute or plan to relocate before starting work (required)

## **Licence/Certification**

- Class G Licence (preferred)

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 submit your cover letter and resume to:

**Email:** [employment@northstarair.ca](mailto:employment@northstarair.ca)

**Subject:** Ground Support Red Lake