

### Office Administrator – Pickle Lake, Ontario

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

#### Duties and Responsibilities shall include the following;

- Data entry of receiving inventory
- Dangerous Goods Acceptance if applicable
- Answer radio calls if applicable, maintaining contact and relay of info to appropriate team members for items such as ETA, Backhaul info, or aircraft issues
- Filing and maintaining file organization of all appropriate paperwork
- Answering phone and dealing with head office, vendor, customer and general calls
- Calling customers for pickup of goods received, calling for services as directed by Base Manager
- Filling out truck paperwork for outbound shipments as applicable
- Creating and maintaining base Purchase Orders and Job Task Cards as applicable
- Daily Sales Reports (DSR) and bank deposits as required
- Petty Cash management and Monthly Reporting
- Processing of various forms of payment for general shipments or tickets
- Passenger Check-in, Baggage Weigh-in, Tagging and Payments as relevant to base
- Frequent use of systems used within NorthStar Air such as Skyline, SMS site, Email, Excel, and Word
- Filing in Base staff scheduling if required by Base Manager
- Clean and sweep Office Area, Reweigh Stations, Restrooms, General Area and Break Room
- Manage and order base office supplies, cleaning supplies, or general supplies under the direction of the Base Manager through our selected Vendors
- Use of the company SMS site to report any deficiencies, incidents, accident and suggestions to enhance the safety of NorthStar Air
- Assisting team members in basic functions of warehouse if required
- All other duties assigned by Base Manager

#### Qualifications:

- Previous Office Administration experience an asset
- Previous experience in aviation industry operations and/or transportation management an asset
- 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.
- Able to maintain filing systems and databases.
- Knowledge of local and federal regulations and ordinances.
- Excellent analytical and problem-solving skills.
- Record maintenance skills.
- Good interpersonal skills.
- Good financial and business awareness.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Able to work with minimal or no supervision.

#### Working Conditions:

- Travel may be required.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Lifting or moving up to 20lbs may be required.
- Fast paced environment with the ability to prioritize tasks.

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 send your resume and cover letter to [employment@northstarair.ca](mailto:employment@northstarair.ca) with the subject "YPL Office Administrator"