



## POSITION VACANCY ADVISORY

<b>POSITION: CARGO ATTENDANT</b>	<b>LEVEL: AS PER THE UNIFOR COLLECTIVE AGREEMENT</b>
<b>STATUS: PART TIME</b>	<b>REPORTING TO: MANAGER, CARGO &amp; RAMP</b>
<b>REFERENCE #: C146314</b>	<b>DATE AVAILABLE: IMMEDIATELY</b>
<b>LOCATION: OTTAWA</b>	<b>CLOSING DATE: JUNE 30, 2022</b>
<b>DEPARTMENT: CARGO</b>	<b>COMPANY: BRADLEY AIR SERVICES</b>
Canadian North is an equal opportunity employer. Members of designated groups (Inuit, First Nations, Métis, Women, Visible Minorities, and People with Disabilities) are encouraged to apply and self-identify.	

**Interested candidates may submit their resumes to [recruit@canadiannorth.com](mailto:recruit@canadiannorth.com). Please include the reference number and position in the subject line. We thank all applicants for their interest, however, only candidates selected for interviews will be contacted**

### **DUTIES AND RESPONSIBILITIES:**

*Must be able to perform, but not be limited to, the following duties and responsibilities:*

- Comply with Company and MOT Standards and Regulations;
- Handle all cargo;
- Perform all warehouse related duties;
- Provide excellent customer service internally and externally;
- Responsibly maintain clean and orderly work areas;
- Responsibly use and maintain Company equipment;
- Assist Customer Service and/or Cargo Agents when required;
- Assist passengers with mobility and special needs;
- Perform commissary duties;
- Assist with reconfiguration of aircraft as required;
- Perform other duties and functions related to the foregoing;
- Process airway bills;
- Other duties as assigned.

### **SKILLS AND QUALIFICATIONS:**

*Include, but not limited to, the following minimum skills and qualifications:*

- High school diploma or equivalent related work experience i.e. warehouse, forklifts, customer service industry, etc.;
- 1 year of warehouse and/or customer service experience;
- Demonstrated strong communication, organizational, problem solving & interpersonal skills;
- Ability to accomplish multiple tasks in a high pressure, high volume environment;
- Knowledge of cargo handling and processing procedures considered an asset;
- Knowledge and experience of loading and load control on company aircraft considered an asset;
- Forklift driving experience an asset;
- Proven customer service skills;
- Must hold a valid driver's license;
- Must be willing to work various shifts (including evenings, holidays and weekends);
- Must be able to obtain and retain a D/A level Airport Pass;
- Must be able to obtain and retain a dangerous goods handling certificate;
- Ability to communicate in Inuktitut a definite asset;
- Ability to obtain and retain an Airport Restricted Area Identity Card in accordance with the Airport Restricted Area Access Clearance Program regulated by Transport Canada.