



POSITION VACANCY ADVISORY

POSITION: STATION AGENT	LEVEL: AS PER THE UNIFOR COLLECTIVE AGREEMENT
STATUS: PART-TIME TEMPORARY (ENDING APPROXIMATELY MARCH 1, 2023)	REPORTING TO: MANAGER, NORTHERN HAMLETS, WEST
REFERENCE #: C641434	DATE AVAILABLE: IMMEDIATELY
LOCATION: CAMBRIDGE BAY	CLOSING DATE: JUNE 30, 2022
DEPARTMENT: COMMERCIAL OPERATIONS	COMPANY: BRADLEY AIR SERVICES
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. 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:

- Maintain records as required and disseminate information;
- Record flight arrival and departing times;
- Conduct radio communications with the aircraft;
- Process weight and balance and load control data;
- Process shipment and reception of all cargo;
- Perform load service duties;
- Handle all cargo;
- Provide services to the aircraft on the ground as required;
- Perform all warehouse related duties;
- Perform commissary duties;
- Assist with reconfiguration of aircraft as required;
- Assist passengers with mobility and special needs;
- Assist with claims for damaged or missing goods;
- Process passengers and baggage;
- Make reservations and compute fares;
- Issue tickets/airway bills and process sales reports for deposit;
- Assemble, control and transmit reservations and passenger data;
- Administer Interline and employee travel both business and pleasure;
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

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

- Must have completed grade 10 or have equivalent job experience in the related areas: warehouse, customer service, etc;
- Must hold a valid driver's license/permit;
- Must be familiar with handling of dangerous goods and be able to obtain and retain a dangerous goods handling certificate;
- Demonstrated customer service skills;
- Must be able to obtain and retain an Airside Vehicle Operators Permit (AVOP);
- 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.