

POSITION: STORES AGENT	LEVEL: AS PER THE GAFAE COLLECTIVE AGREEMENT
STATUS: FULL-TIME	REPORTING TO: MANAGER, PURCHASING & STORES
REFERENCE #: S1190	DATE AVAILABLE: IMMEDIATELY
LOCATION: EDMONTON, OTTAWA	CLOSING DATE: JUNE 29TH, 2022
DEPARTMENT: MAINTENANCE & ENGINEERING	COMPANY: BRADLEY AIR SERVICES LIMITED
Canadian North is an equal opportunity employer. Members of designated groups (Aboriginal People, 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:

- Responsible for receiving, shipping, warehousing, storing, dispersing and recording parts; equipment and supplies in accordance with established policies and procedures;
- Responsible for helping internal customers with needs such as picking and issuing aircraft parts, equipment and supplies;
- Preparation and shipping of parts orders to our outlying airline bases;
- Ensure that shipments and pickups are processed and expedited efficiently;
- Warehouse and store parts and supplies, maintaining the Stores areas in an orderly condition;
- Prepare shipments for ground transportation and arrange local pick-ups/drop-offs using courier or other approved methods;
- Process orders and perform inventory, ensuring that related records are accurate and current;
- Carrying out Dangerous Goods Shipping as required;
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

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

- Possess a high school diploma; post-secondary diploma/degree an asset;
- Minimum 1-year experience of warehouse shipping or receiving in a computerized inventory environment;
- Must have experience with shipping, receiving and customs procedures within a parts department or materials environment;
- Purchasing experience and/or aviation experience considered an asset;
- Proficient in MS Word and Excel and able to learn and operate a computerized inventory system;
- Ability to perform physical labour related to duties (eg: heavy lifting, load/unload shipments, etc.);
- Excellent attention to detail with a high level of accuracy;
- Possess strong communication skills (both verbal and written);
- Possess excellent interpersonal, customer service and organizational skills;
- Self-motivated and able to complete multiple tasks with minimal supervision;
- Must possess a valid driver's license;
- Must be able to work various shifts with ability to work overtime on short notice;
- Able to be available for occasional northern travel, where work assignments can be up to 21 days;
- Ability to obtain and retain a Canadian North Dangerous Goods qualified Shippers 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.