



## POSITION VACANCY ADVISORY

<b>POSITION: STATION AGENT</b>	<b>LEVEL: AS PER THE UNIFOR COLLECTIVE AGREEMENT</b>
<b>STATUS: PART-TIME</b>	<b>REPORTING TO: MANAGER, NORTHERN HAMLETS, WEST</b>
<b>REFERENCE #: C10206</b>	<b>DATE AVAILABLE: IMMEDIATELY</b>
<b>LOCATION: FORT SIMPSON</b>	<b>CLOSING DATE: JUNE 30, 2022</b>
<b>DEPARTMENT: COMMERCIAL OPERATIONS</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:*

- 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.