

POSITION: STORES SAA AGENT	LEVEL: AS PER THE GAFAE COLLECTIVE AGREEMENT
STATUS: FULL-TIME	REPORTING TO: MANAGER, PURCHASING & STORES
REFERENCE #: S1191	DATE AVAILABLE: IMMEDIATELY
LOCATION: OTTAWA AND EDMONTON	CLOSING DATE: JUNE 29TH, 2022
DEPARTMENT: MAINTENANCE & ENGINEERING	COMPANY: BRADLEY AIR SERVICES LIMITED
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:

- 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;
- 2 years' experience as a Stores Agent, preferably with Canadian North or another airline or Aerospace company
- 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.