



Employment Opportunity

Cargo Office Agent

Competition#: 4N21-082
Wage: \$21.00 (or commensurate with experience)
Hours of Work: Permanent Full-time
Location: Whitehorse, Yukon
Closing Date: Until Filled

As a Cargo Office Agent, you are part of the team responsible for loading and moving cargo, ensuring that manifests and load-planning documents are ready. All of this while also playing a critical role as part of our front-line staff, working to ensure that customers have the best possible experience in a courteous and professional manner representing the Air North brand and culture.

In the hold of every flight, you'll find cargo, and it's just as important to us as each and every passenger we carry. From pets to flooring, groceries to snowmobiles – and even the kitchen sink – we've flown it all.

Would you describe yourself as having:

- Exceptional communication skills, both verbal and written
- Exceptional customer service skills
- Ability to work independently and alongside varying teams
- A fun, positive attitude
- Experience and ability to operate a forklift
- Strong computer skills
- Proficiency on the Microsoft platform
- Excellent computer skills
- Most importantly, a good sense of humour and likes to have fun

Qualifications/Conditions of Employment:

- Grade 12 High School diploma or equivalent
- Must be physical fit (able to bend, kneel, crawl, stoop, climb, and lift up to 70 pounds repetitively)
- Must be able to obtain a Transport Canada Restricted Area Identity Card (RAIC) and Airside Vehicle Operators Permit (AVOP) within three (3) months of hire
- Valid Class 5 Driver's License with Clean Abstract
- Previous shipping/receiving experience an asset
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

*****Effective immediately, until such a time the federal government removes the vaccination mandate, Air North requires all new employees to be fully vaccinated at the time of hire and will request proof of vaccination upon onboarding. To request an accommodation under protected grounds, contact HR.*****

How to Apply:

Quoting competition #4N21-082, please submit your resume and cover letter to the Human Resources Department.

Email: careers@flyairnorth.com
In Person: Air North Office, 150 Condor Road, Whitehorse, Yukon

We wish to express our appreciation to all applicants for their interest in this position. Due to the substantial volume of applications we receive, only candidates selected for an interview will be contacted. Applicants must clearly indicate that they meet the minimum qualifications to be considered for a position.

flyairnorth.com

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Air North, Yukon's Airline is committed to employment equity, and has been serving Yukoners for over 40 years. We offer competitive wages, an attractive benefits package including great travel perks, and an enriching work environment for our 350+ employees.

