



## Employment Opportunity

### Storeperson

**Competition#:** 4N22-010

**Wage:** \$24.00 Commensurate with experience

**Hours of Work:** Permanent Full-time (35 to 40 hours per week)

**Location:** Whitehorse, Yukon

**Closing Date:** Until Filled

Air North, Yukon's Airline is a growing Airline based in Whitehorse, Yukon that offers its employees a top-tier benefits package that includes competitive salaries, extended health and dental, Group RRSP plans and extensive travel perks with various carriers hosted through MyID Travel.

Reporting to the Stores Supervisor, this position is responsible for shipping, receiving, reviewing and checking status of purchase &/or repair orders; receiving goods, re-stocking Stores, and continually maintaining an organized and efficient Stores Area; inputting parts into RAAS (inventory management software); and at times Maintaining and filing all Material & Purchase Orders and Repair Orders.

#### Key Responsibilities:

- Perform daily shipping, receiving, inspection, order processing and stocking of inventory.
- Preparation and shipping of parts to outlying bases or approved repair facilities.
- Computer data entry of shipments, goods received work orders, etc. and computer proficiency (MS Office Applications)
- Coordinate delivery of AOG's (Aircraft on Ground), including customs clearance of AOG parts after hours when required
- Ability to handle of heavy items, lifting and maneuvering items while maintaining the safety of the item, area and persons
- Filing as required
- Perform duties in accordance with established policies and procedures giving primary consideration to personal safety, and the safety of co-workers and customers.
- Flexible and positive attitude, with an adaptable approach to work with a 'can do' attitude
- Other related duties as assigned.

#### Qualifications/Conditions of Employment:

- Grade 12 High School Diploma or equivalent
- Must possess a valid driver's license
- Basic computer and data entry skills
- Must be able to obtain D/A (Driving Airside License) within 6 months of hiring.
- Must be able to obtain a Restricted Area Identification Card (RAIC)
- Must successfully complete Dangerous Goods training
- Training and/or experience in inventory management and purchasing is an asset
- Knowledge of aircraft parts preferred and knowledge of common hardware essentials.
- Effective work management, attention to detail and time management skills
- Must have strong communication skills and the ability to interact with other departments, employees and supervisors.
- Ability to work flexible shifts (days, nights, weekends and stat holidays)
- 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 #4N22-010, please submit your resume and cover letter to the Human Resources Department:

Email: [careers@flyairnorth.com](mailto:careers@flyairnorth.com)

[flyairnorth.com](http://flyairnorth.com)

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/CANADA  
1.800.661.0407

PHONE  
867.668.2228

**In Person:** Air North Office, 150 Condor Road, Whitehorse, Yukon

***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 500+ employees.***

***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.***

