



Employment Opportunity

YDA Seasonal Passenger Services Agent (Check-In)

Competition #: 4N23-032

Wage: \$21.00

Hours of Work: Seasonal Part-Time/Full-Time could lead to permanent

Location: Dawson City, Yukon

Closing Date: Until Filed

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 Director of Ground Ops, this position is responsible for check-in counter, ticketing, gate and baggage services. Duties include, but are not limited to: performing check-in functions by generating passenger reservations and boarding cards; lifting and moving baggage; assisting passengers with boarding and disembarking the aircraft, and answer customer service questions and complaint resolutions.

Would you describe yourself as having:

- Exceptional communication skills, both verbal and written
- Effective conflict resolution skills
- Effective problem solving ability
- Exceptional organizational and time management skills
- Ability to work independently and alongside varying ground handling teams
- Basic accounting skills and/or experience processing payments
- Detail-oriented skills with a high level of accuracy
- Computer proficiency with MS Word, Excel and databases
- A passion for providing outstanding customer service
- Flexible and adaptable – able to work shift work, weekends, holidays and irregular operations
- A passion for providing outstanding customer service

Qualifications/Conditions of Employment:

- Grade 12 High School Diploma or equivalent
- Must successfully complete an initial training program
- Be physically fit (able to lift up to 70 pounds repetitively)
- Ability to perform all duties under stressful conditions beyond the employee's control
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

How to Apply:

Quoting competition #4N23-032, please submit your resume and cover letter to the Human Resources Department:

Email: careers@flyairnorth.com

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.

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.

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