



## Employment Opportunity

### Cargo Office Agent

**Competition #:** 4N24-062  
**Wage:** \$21.00  
**Hours of Work:** Permanent Full-Time/Part-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.

#### Why work for us?

- Promote from within – your career growth is about to take-off with Air North!
- Employer paid health & dental benefits
- Phenomenal flight benefits – local and international!
- Group RRSP investment options
- Travel perks and fuel discounts

#### 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
- Experience and ability to operate a forklift
- Proficiency on the Microsoft platform

#### 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)
- 1 year customer service experience
- 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

#### How to Apply:

**Quoting competition #4N24-062, please submit your resume and cover letter to the Human Resources Department.**

**Email:** [careers@flyairnorth.com](mailto: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 qualified candidates selected for an interview will be contacted.*

*Air North is committed to employment equity and welcomes applications from diverse and underrepresented groups. If you require assistance and/or a reasonable accommodation during the application or recruiting process, please contact [careers@flyairnorth.com](mailto:careers@flyairnorth.com).*

*Air North, Yukon's Airline has been serving Yukoners for over 40 years. We offer an attractive benefits package including great travel perks, and an enriching work environment for our 450+ employees.*

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

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/CANADA  
1.800.661.0407

PHONE  
867.668.2228