



## Employment Opportunity

### Cargo Agent

**Competition#:** 4N18-035  
**Wage:** \$15.00 (or commensurate with experience)  
**Hours of Work:** Seasonal Full-time (35 to 40 hours per week)  
Permanent Full-time (35 to 40 hours per week)  
**Duration:** Season Runs Approx. April through September or October  
**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.

Air North, Yukon's Airline has always taken pride in providing the most authentic Yukon hospitality experience to all its customers. In 2016 Air North, Yukon's Airline was named the second most-loved airline in the world. This is a testament to the dedication and hard work of Air North's employees and the loyalty of their customers. Air North has scheduled service between Whitehorse, Vancouver, Kelowna, Calgary, Edmonton, Ottawa, Yellowknife and Victoria (starting May 2018).

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. Not only are our Cargo Agents responsible for loading and moving cargo, ensuring that manifests and load-planning documents are ready – they're also a critical part of our front-line staff, and work to ensure that customers have the best possible experience.

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

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/CANADA  
1.800.661.0407

PHONE  
867.668.2228

#### Would you describe yourself as having:

- Exceptional communication skills, both verbal and written
- Effective conflict resolution & problem solving skills
- 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
- Experience and ability to operate a forklift
- 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
- Most importantly, a good sense of humour and likes to have fun

#### Qualifications/Conditions of Employment:

- Minimum 18 years of age
- Grade 12 High School diploma or equivalent
- Must be able to obtain and retain a Transport Canada Restricted Area Identification Card (RAIC) and Airside Vehicle Operators Permit (AVOP) within 90 days of employment
- Must be physical fit (able to bend, kneel, crawl, stoop, climb, and lift up to 70 pounds repetitively)
- Minimum two (2) years of front-line customer service experience
- Valid Class 5 Driver's License with Clean Abstract
- Previous shipping/receiving experience an asset
- Must successfully complete Dangerous Goods Cargo Acceptance Course
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

#### How to Apply:

Quoting competition #4N18-035, please submit your resume and cover letter to the Human Resources Department:

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