

Employment Opportunity

Job Title	Crew Scheduler
Location	YQT-Thunder Bay
Status	Temporary, Full-time, 12-Month Contract
Competition Deadline	August 5, 2024
Start Date	October 1, 2024
Compensation	\$19.10/hour

Purpose of the Position:

The Crew Scheduler is part of the Flight Operations Department. The Crew Scheduler will report directly to the Chief Pilot(s) and indirectly to the Director of Flight Operations. This is a maternity leave replacement for a 12-month period starting October 2024.

Responsibilities & Duties:

- With support from the ATR/DC3 Chief Pilot, ensures compliance with all policy, procedure standards and regulations.
- Observing any regulator or procedural short comings and advises applicable department head
- Booking of Pilot, Maintenance, and NSA staff travel and accommodations
- Set up direct billing accounts with multiple hotel/motel services.
- Posting and uploading all schedules in AVRO/Excel/M365 (or equivalent) by the 21st of each month.
- Ensuring all hours of operations are crewed according to need. This includes sourcing pilots for overtime when there are shortages in crews.
- Approve time off request forms for Pilots
- Updating Crew houses shared documents
- Add Pilots to mass pivot
- Add ancillary forms to Pilot profiles
- Verifying and approving Flight Operations expenses including all pilot expenses on expensify, (meals travel, accommodations and certain uniform items)
- Maintaining DFO/Flight Ops Credit Card
- Analyze data to determine trends and report/communicate accordingly to pair crews for forecast
- Update flight and duty times on the forecast
- Monitoring of flight times; Assist in gathering, producing, and maintaining records and documents applicable to Flight Operations
- Provide data to payroll
- Assist in Flight Operations regulatory related projects
- Assist in Flight Operations continuous improvement projects
- Other related duties as assigned

Competencies:

- **CONCERN FOR SAFETY:** Identifying hazardous and potential hazardous while taking appropriate action to maintain a safe environment for all North Star Air staff.
- **TEAMWORK:** Able to collaboratively work with others to achieve organizational goals.
- **CUSTOMER SERVICE:** Providing service excellence to internal and external customers.
- **INITIATIVE:** Dealing with situations and issues proactively while creating short and long-term solutions with operational staff.
- **COMMUNICATION:** Listening and communication openly, honestly and respectfully with diverse audiences while promoting dialogue and building consensus.

Qualifications:

- High school diploma or equivalent
- Post secondary in aviation related field an asset
- 1-2 Years experience in Aviation an asset
- Ability to work well under pressure
- Strong communicator, both verbally and in writing
- Basic mathematical skills
- Strong critical thinking skills
- Able to work efficiently as a part of a team as well as independently
- Computer literacy, including working skills of Excel and e-mail
- Attention to detail in all areas of work
- Excellent organizational, time management and prioritizing skills

Working Conditions:

- Overtime as required
- Weekend work may be required
- May be exposed to high levels of noise, dust, fumes and oils
- Indoor and outdoor work is required

Benefits

- Casual dress
- Company events

Compensation:

North Star Air Ltd. offers competitive compensation to qualified and highly motivated candidates.

Additional Requirements:

The successful candidate must be able to pass a criminal background check. This position requires handling sensitive financial information, and as such, a clean criminal record is essential for this role. The background check needs to be completed and given to the company by the candidate.

NorthStar Air is an equal opportunity employer and values diversity in our workforce. We encourage applications from all qualified individuals regardless of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.

Please note that applicants for this position must have current eligibility to work in Canada to be considered for this opportunity. While we appreciate all resumes received, we can only contact directly those applicants under consideration for interview.

Please send all resumes and references to employment@northstarair.ca. Please put in the subject line "Temporary Crew Scheduler".

