

**AIR CREEBEC INC.**  
**J O B P O S T I N G**

**JOB TITLE:** NORTHERN STATION AGENT  
(PART TIME)

**LOCATION:** EASTMAIN, QUEBEC

**REQUIREMENTS:**

- SPEAK AND WRITE ENGLISH AND FRENCH;
- CREE LANGUAGE AN ASSET;
- SHOULD POSSESS EXCELLENT COMMUNICATION CUSTOMER SERVICE AND COMPUTER SKILLS;
- EXPERIENCE IN THE USE OF COMPUTERIZED RESERVATION SYSTEM IS CONSIDERED AN ASSET;
- POSSESS A VALID DRIVER'S PERMIT;
- SOME HEAVY LIFTING INVOLVED.

**MAIN RESPONSIBILITIES:**

- PROCESS PASSENGERS FOR FLIGHTS;
- ANSWER TELEPHONE ENQUIRIES, PROVIDE INFORMATION TO CUSTOMERS ON FARES, FLIGHT SCHEDULES AND ROUTES;
- PREPARE BOARDING PASSES, CHECK BAGGAGE;
- WEIGH EXCESS BAGGAGE AND CALCULATE COSTS, COMPLETE PASSENGER MANIFESTS, DAILY SALES REPORTS AND OTHER DOCUMENTS REGARDING PASSENGER AND CARGO LOAD;
- TRACE LOST, DELAYED OR MISDIRECTED BAGGAGE FOR CUSTOMERS;
- RELAY OPERATIONAL MESSAGES TO OPERATIONS CONTROL DEPARTMENT;
- ALL DUTIES REQUIRED TO ENSURE ON-TIME DEPARTURES OF AIRPLANES.

**CLOSING DATE:** FRIDAY, JUNE 30, 2017

ALL INTERESTED CANDIDATES PLEASE SUBMIT LETTER BY FAX, MAIL OR E-MAIL TO:  
Air Creebec Inc., Human Resources  
P.O. Box 430, Val-d'Or, Quebec, J9P 4P4  
(819) 825-1157 (Facsimile)  
[rh@aircreebec.ca](mailto:rh@aircreebec.ca)