



URGENTLY RECRUITING FOR LEAD HANDS
****Salary up to \$19 per hour (based on experience)**

Date:	November 15, 2018	Posting Number:	18-095
Position:	Lead Hand	Reports To:	Supervisor / Station Manager
Location:	Hamilton	Shift Days/Hours:	Full-Time & Part-Time - Morning Shift

Primary Objective of the Position:

Under the general direction of the Operations Supervisor, the chosen candidate will provide direction to Ground Handlers, Operators & Warehouse staff in order to maintain the on-time performance of all flights.

Principal Duties and Responsibilities:

- Organize and brief the Operations team to ensure the safe & timely loading/offloading of aircrafts and trucks.
- Ensure warehouse and ramp staff follow safe work practices and act in accordance with Cargojet policies.
- Delegate duties to Ground Handlers and oversee the performance and productivity of staff.
- Lead by example in terms of work performance, professionalism and safety.
- Provide accurate information to Management and Cargo Movement Control.
- Complete operational paperwork and perform audits to ensure accuracy.
- Maintain & improve operations by suggesting time/cost saving ideas and operational strategies.
- Prepare summary of daily report to Management and Cargo Movement Control.
- Communicate with customers in a professional and courteous manner.
- Communicate information to load planners in a timely manner.
- Assist the Manager in the success of the operation by performing aircraft offload/load, cargo handling, and warehouse and customer service duties.
- Collect, organize and distribute flight and freight information in a clear and organized manner.
- Maintain a safe and clean working environment.
- Notify Manager of all policy and procedure violations to ensure a safe and effective operation.
- Perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- 2 years of experience in Air Cargo Operations.
- Excellent verbal and written communication skills.
- Ability to work independently under minimum supervision.
- Ability to complete tasks & projects quickly while maintaining standards and accuracy.
- A conscientious self-starter with problem-solving abilities.
- Ability to work well under pressure and prioritize workloads in a fast-paced environment.
- Excellent interpersonal & customer service skills.
- A team player with leadership & decision-making skills.
- Must be computer literate with exceptional organizational skills.
- Valid Driver's License, RAIC & AVOP.
- Trained in Health & Safety, WHMIS, Forklift, First-Aid, SMS, Dangerous Goods & applicable Security training.

Important to Know:

- Cargojet is an equal opportunity employer. We thank you for your interest. Only those candidates selected for an interview will be contacted.
- We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.
- At Cargojet, we make safety the highest priority. Because of this priority and as we operate in a safety-sensitive environment, we require all employees to abstain from consuming Cannabis, in and outside of the workplace. This is a critical element of our drug and alcohol policy that all employees must comply with at all times.

Send Application to: Sheilah Hogan

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