INTERNAL POSTING

Date:	April 23, 2019	**Posting Number:**	19-035
Position:	Supervisor, Operations	**Reports To:**	Operations Manager
Location:	YHM	**Shift Days/Hours:**	Permanent, Full-time – Night Shift, Weekends, Stat Holidays

Primary Objective of the Position:

Under the general direction of the Operations Manager, the Supervisor of Operations is responsible for the efficient and safe movement of cargo, ground handling of aircrafts, and ramp operations while maintaining the supervision of staff during night shift.

Essential Position Functions:

- Ensure that all customer loading/offloading requirements are met.
- Read and interpret aircraft weight and balance loading instructions, hazardous material identification labels, aircraft loading manifests, and cargo routing tags
- Ensure the safe and secure operations, in accordance with the highest possible standards of health, safety, security and all government statutory requirements.
- Ensure all internal and billing paperwork is completed accurately.
- Provide direction to office staff, lead hands, ramp staff and operators in order to maintain on-time performance of all flights.
- Communicate with customers in a professional, courteous manner concerning flights and volumes.
- Communication with Duty Managers, Customer Service and other stations in a professional and timely manner to ensure on-time flight performance.
- Maintain and enforce all company procedures relating to the workplace (attendance, uniforms, equipment operation, safety).
- Delegate responsibilities of ramp activities & ensure audits of all on loads are completed.
- Provide leadership, motivation and direction to staff, as well as train and develop new staff.
- Organize the team to ensure the safe & timely loading/offloading of trucks and aircraft
- Delegate duties to cargo 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
- Maintain & improve operations by suggesting time/cost saving ideas and operational strategies
- Perform other duties incidental to the work described herein

Minimum Qualifications:

- College diploma or University degree and/or industry related experience
- Field of study: logistics, transportation, management and aviation
- Must have a minimum of 2 years of experience in a Supervisory role
- Minimum 3 years' experience in air cargo.
- Must possess valid Driver's License and reliable transportation
- Must possess an Airside Vehicle Operator's Permit (AVOP) & Forklift license.
- Knowledge of local airport regulations.
- Ability to effectively deal with suppliers, and customers in a stressful environment.
- Must be trained in Kargomine (internal applicants only).
- Must be trained in Health & Safety, WHMIS, Forklift, First-Aid, SMS, DG Handling, Air Cargo Security Measures and other 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.

Application Deadline:	May 15, 2019	**E-Mail:**	shogan@cargojet.com
Send Application to:	Human Resources	**Fax:**	905.501.7582