



## Front Office – Flin Flon (Seasonal)

**Start date:** May 7, 2018

We are looking for an energetic, friendly, dependable and flexible person to join our team in Flin Flon for the busy summer season, with the possibility of this leading to a year-round position. This is also a great entry level position for an entry-level pilot, hoping to get their first job in aviation. The check-in desk is often the first face-to-face contact customers make with our company.

### **Responsibilities include:**

- checking in passengers,
- accepting and redirecting phone calls,
- scheduling pilots and aircraft,
- flight following,
- organizing loads and assisting on the dock with loading and unloading, and
- transporting passengers to and from airport.

Applicants should be willing to relocate to Flin Flon for the summer/fall season.

### **Requirements:**

- valid driver's licence required,
- basic computer know-how (experience with MS Office an asset),
- organizational skills,
- self-motivation and the ability to work independent,
- team-oriented approach and the ability to follow orders,
- great customer service skills, and
- background in aviation not required.

Submit resume complete with references to [team@wingsoverkississing.com](mailto:team@wingsoverkississing.com), and reference "front office – Flin Flon" in the subject line.

*Only applicants considered for an interview will be contacted.*

**Salary:** as per agreement

**Application deadline:** March 31, 2018

*Please submit all resumes and inquiries to [team@wingsoverkississing.com](mailto:team@wingsoverkississing.com).*