



AIR TINDI LTD.

126 Bristol Avenue | Yellowknife, NT | X1A 3T2

Yellowknife Direct
Toll Free

1-867-669-8200
1-888-545-6794

FULL TIME FLIGHT ATTENDANT ASSISTANT

OUR COMPANY

Air Tindi Ltd. prides itself on safety, customer satisfaction and professionalism. Together with our *dedicated* partnerships, passionate employees and a diversified fleet of aircraft built for the North, we remain at the forefront of on demand and scheduled services in Northern Canada.

While based in Yellowknife NT, Air Tindi has been providing services for over 35 years, across Canada and in many different capacities, including essential schedule services to Northern communities, commercial industries (mining), tourism, government, and community support services.

Fleet: de Havilland Canada Dash-7, de Havilland Canada Twin Otter, Beech King Air 250, de Havilland Canada Turbo Otter, Cessna Caravan.

OVERVIEW

Reports to the Flight attendant Manager

The Full Time Flight Attendant Assistant will be responsible for:

- Ensuring that safety is the primary objective by adhering to the Air Tindi safety policy and utilizing the appropriate safety reporting program in order to identify and communicate all known hazards and risks to the organization.
- To assist in assuring a current and approved Flight Attendant and Loadmaster Manual is in place.
- Assisting in Facilitating and the development of Initial and Annual training programs and to ensure that all training is completed and records maintained.
- To assist in ensuring that line training and checks are completed to assure competency and standardization during flight operations.
- To assist in the supervision of the Flight Attendants and Loadmasters.
- To assist in the issuance of directives and notices to the Flight Attendants and Loadmasters.
- To assist in the development and implementation of Flight Attendant operating procedures compatible with current regulations; and to ensure all Flight Attendants are informed and comply with such regulations.
- To assist in the investigation and corrective action plan for any incident and other occurrence reports that pertains to cabin safety or the Loadmaster via the Safety Management System.
- To assist in the development of Safety Features Cards as required for approval by Transport Canada.
- To assist in maintaining a current cabin crew library.
- To attend such courses as are required to maintain competency.
- To be prepared to be the lead in aiding passengers in an emergency situation;
- To mathematically preplan the correct placement of the load on the a/c ensuring all cargo is secure.
- To assume all of the Flight Attendant Managers duties in his/her absence; and
- Other duties as required by the Flight Attendant Manager.

REQUIREMENTS:

- Previous experience in assisting or management considered an asset.
- Must successfully pass the Initial Flight Attendant Training Program as an In-Charge Flight Attendant, obtaining a minimum of 85% on all written exams and Satisfactory Rating for all Drill Components.
- Minimum 19 years of age.
- Have a passion for safety and customer service.

EXPERIENCE COUNTS



- Previous experience as a Flight Attendant/Loadmaster will be considered an asset.
- Able to communicate with an advanced level of written and spoken English;
- The ability to speak French or other languages considered an asset.
- Must be able to obtain and maintain an Airport Restricted Area Identification Card (requires a 5 year traceable history, a clear criminal record and a Canadian citizenship or Permanent Resident Card.)
- Proficiency with Microsoft Word, Excel, Power Point.
- Available during irregular hours (mornings, evenings, weekends and stat holidays) as a highly flexible work schedule is part of the job.
- Have the ability to travel away from home for an extended period.
- Ability to lift 50 lbs. for the FA role and more than 50 lbs. for the LM role with assistive devices.
- Ability to Relocate: Yellowknife, NT : Must be willing to relocate with an employer provided relocation package (required)

COMPENSATION:

- Competitive Wages
- Group RRSP Matching
- Work life balance
- Interline Travel
- Health and Dental Benefits
- EFAP Employee, Family Assistance Program
- Work parties
- Stocked Kitchen

PERKS OF LIVING IN YELLOWKNIFE:

- Small Community Feel
- More than 15km's of trails, 4 off leash dog parks
- Deep Heritage
- 700 recreation & leisure programs year round
- Amazing views, and long summer days
- Higher than average incomes
- Short commutes
- Over a dozen lakes
- Two words: Northern Lights
- A little something for everyone

At Air Tindi we work together to provide an inclusive environment. We are committed to employment equity and encourage qualified candidates from all backgrounds to apply.

Please send your resume to humanres@airtindi.com

We want to thank all applicants for their interest, only those selected will be contacted for an interview.