



Missinippi Airways

The Pas Head Office
Box 2557
The Pas, MB
R9A 1M3
Bus (204) 623-7160
Fax (204) 623-1597

Missinippi Airway is a customer focused, safety oriented air carrier who offers a wide range of services including executive charters, Medevacs and scheduled service to the communities of Manitoba and beyond. Missinippi Airways is proud to be counted as the only 100% First nations owned air service in Northern Manitoba.

Missinippi Airways currently has an opening for a part-time customer service agent based in **Norway House, Manitoba**. This position includes but is not limited to:

- Perform the day to day processing of reservation transactions to ensure that travel records are maintained in an effective, up to date and accurate manner
- Reconcile incoming cash, debit machine & visa receipts to invoices, on a daily basis
- Balance cash on a daily basis
- Process charter invoices, on a daily basis, and perform cash out procedures
- Record all incoming and outgoing freight on the applicable forms for tracking purposes and prepare invoices
- Trace lost, delayed, or misdirected baggage for customers, as required
- Other duties as assigned

Preferences will be given to candidates who possess:

- Aviation knowledge
- Grade XII or equivalent
- Ability to maintain a high level of accuracy in data entry
- Ability to retain information on a confidential basis
- Ability to work independently with minimum supervision
- Friendly demeanor and helpful attitude

If you are ready to start a rewarding and exciting career with Missinippi Airways please submit your resume to:

Attn: Scheduled Services & Charter Manager – Lindsay Sibakov
Missinippi Airways
PO Box 2557
2 Grace Lake Road
The Pas, MB
R9A 1M3
lead.csr@missinippiair.ca
Closing Date: February 15, 2019