



## RAMP ATTENDANT - SUMMER STUDENT

### INTRODUCTION

The Ramp Attendant - Summer Student position is a full time four month work term from May 1st - August 25th.

The Ramp Attendant is there to support the day to day functions of the Charter and Scheduled air service we provide at McMurray Aviation by maintaining the building, grounds, and airside environments.

### BASIC FUNCTION

The basic function of the Ramp Attendant is to process the loading and unloading of freight from delivery trucks and aircraft.

### WORK ENVIRONMENT

The Ramp Attendant - Summer Student must be able to adapt to sudden changes, make quick decisions, and remain calm and pleasant. They will work mostly within the hangar and on the company ramp. They will be required to work outdoors even in harsh conditions.

### QUALIFICATIONS

In order to qualify for this position the applicant must meet the following criteria:

- Must be enrolled in a post secondary/university program or be returning to high school in the fall
- Be between the ages of 18 and 30
- Have a valid class 5 drivers license
- Must know the basics of Microsoft Office
- Must be able to lift 50 lbs
- Have their own transportation

### PROGRAMS USED

Applicant will be using/taught how to use the following programs:

**Skyline:** A remote server based program used for our Fort Chipewyan scheduled flights. This program is used to book seats, receive freight and print way bills, and manifest our passengers.

**GFO:** Used to dispatch, and schedule aircraft for pilot purposes. (ex. Flight training, chartered flights, etc.)

### EXTENSIVE TRAINING

Applicant will receive internal training on the following:

- |             |                                    |                |
|-------------|------------------------------------|----------------|
| - Fork Lift | - Commercial Scales                | - Tug          |
| - Man Lift  | - Globally Harmonized System (GHS) | - TDG Deferral |

**Send your resumes to [employment@mcmurrayaviation.com](mailto:employment@mcmurrayaviation.com)  
with Ramp Attendant Summer Student in the subject line**