

A Sample Job Posting

Air Canada Job Posting

Position title: Logistics Intern
Posting date: January 2023
Duration: June to August 2023

Job Summary

The Logistics Intern will be responsible for assisting the Logistics Department in managing the supply and delivery of cabin supplies for Air Canada aircraft at Montreal's Pierre-Elliott-Trudeau International Airport.

Responsibilities

- Orders supplies (e.g. meals, drinks, blankets, souvenirs and other consumables) for Air Canada aircraft from suppliers
- Supports a review of supply costs whose objective is finding significant savings
- Assists in taking monthly inventories of warehoused supplies
- Supports the Ground Crew Department's project to make the resupply of aircraft faster and more efficient
- Assists in the identification of new suppliers and the negotiation of contracts with them
- Attends Logistics Department meetings and takes notes
- Performs clerical tasks such as organizing and filing records

Required Qualifications and Experience

- Minimum of a Diploma of Collegial Studies received by June 2023 at the latest
- Fluency in English is required; fluency in French would be an asset
- Excellent organizational skills that enable the consistent meeting of deadlines
- Strong communication skills, both verbally and in writing
- Proficiency with working in a team setting
- Flexible and a quick learner
- Previous experience in a logistics role would be an asset

Company Profile

Air Canada is Canada's largest airline and primary provider of flight services. Also, Air Canada is a founding member of Star Alliance™, providing the world's most comfortable air transportation services. Today, with its headquarters in Montreal, Air Canada is among the 20 largest airlines in the world and employs more than 30,000 people. Air Canada prides itself on being a symbol of Canada and connecting the world.

To apply, candidates should submit a resume and cover letter no later than Wednesday February 8th 2023 to the person and address below:

[Name of a student on the relevant hiring committee], Staffing Specialist
7373 Boulevard de la Côte-Vertu Ouest, Montreal Quebec, H4S 1Z3

Air Canada is an equal opportunity employer and encourages all qualified candidates to apply.