



Employment Opportunity

Administrative Assistant – Catering & Cabin Services Department

Competition#: 4N20-043
Wage: \$20.00 (or commensurate with experience)
Hours of Work: Permanent Full-time (35 to 40 hours per week)
Location: Whitehorse, Yukon
Closing Date: Tuesday, September 15, 2020 (1700 PST)

Air North, Yukon's Airline is a growing Airline based in Whitehorse, Yukon that offers its employees a top-tier benefits package that includes competitive salaries, extended health and dental, Group RRSP plans and extensive travel perks with various carriers hosted through MyID Travel.

Air North, Yukon's Airline has always taken pride in providing the most authentic Yukon hospitality experience to all its customers. Air North, Yukon's Airline was named the most-loved airline in Canada by Trip Advisor in 2020's Traveller's Choice Awards. This is a testament to the dedication and hard work of Air North's employees and the loyalty of their customers. Air North has scheduled service between Whitehorse, Vancouver, Kelowna, Calgary, Edmonton, Ottawa, Yellowknife and Victoria.

We are seeking a hard-working individual who takes pride in their work, brings a positive attitude to the work environment and is seeking employment with a fun, professional, and reputable company. You will be responsible for the several different areas within our catering and cabin services department.

This position will be responsible for our lost & found program, including data entry, tracking, monitoring, and acting as a customer liaison; inventory ordering, maintaining, and processing; office janitorial cleaning when required; monitoring and tracking flight reports and customer comment cards with regards to catering and grooming related reporting; maintaining administrative and operational records both in paper and electronic form; and any other duties, as assigned, including manual maintenance, communications, and assisting with special projects where needed within the Catering and Cabin Services Department. A professional attitude and ability to work in a team environment are key.

Would you describe yourself as having:

- Excellence in customer service
- Demonstrated time management and organizational skills; able to juggle competing priorities
- Ability to communicate pleasantly, tactfully and professionally
- Excellent computer skills, including Microsoft Excel, Word, Outlook
- Self-motivated with the ability to work with minimal supervision
- Exceptional organizational and time management skills
- Able to deal with constant interruptions, distractions, time pressure and concurrent demands
- Detail-oriented skills with a high level of accuracy
- Proven problem-solving abilities
- Effective verbal and written communication skills
- Most importantly, a good sense of humour and likes to have fun

Qualifications/Conditions of Employment:

- Grade 12 High School Diploma or equivalent
- Must be able to obtain and retain a Transport Canada Airport Restricted Area Identification Card (RAIC)
- Must successfully complete an initial training program
- Minimum 2 years' experience as an Administrative Assistant
- Ability to consistently exhibit an energetic, friendly and enthusiastic attitude
- A combination of relevant education and experience will also be considered
- Ability to perform all duties under stressful conditions beyond the employee's control
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

How to Apply:

Quoting competition #4N20-043, please submit your resume and cover letter to the Human Resources Department by Tuesday, September 15, 2020 (1700 PST) to:

Email: careers@flyairnorth.com
In Person: Air North Office, 150 Condor Road, Whitehorse, Yukon

We wish to express our appreciation to all applicants for their interest in this position. Due to the substantial volume of applications we receive, only candidates selected for an interview will be contacted. Applicants must clearly indicate that they meet the minimum qualifications to be considered for a position.

Air North, Yukon's Airline is committed to employment equity, and has been serving Yukoners for over 40 years. We offer competitive wages, an attractive benefits package including great travel perks, and an enriching work environment for our 500+ employees.

flyairnorth.com

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