



Employment Opportunity

Human Resources Coordinator

Competition #: 4N21-001
Wage: \$20.00 per hour (or commensurate with experience)
Hours of Work: Permanent Full-time (40 hours per week)
Location: Whitehorse, Yukon
Closing Date: Thursday, January 21, 2021

Airlines aren't defined by their aircraft; they're defined by their people. Air North, Yukon's Airline has grown into one of the world's "Most Loved Airlines" thanks to the combined efforts of the amazing people that we're proud to employ. Our Human Resources team is tasked with making sure that the best possible candidates join our team as we continue to grow, and that all Air North staff have the resources and support they need to do their jobs to the best of their ability. In short, it's about growing and supporting the potential of our greatest asset, our people. You will be integral to keeping our team tightly woven, through duties as varied as assisting with recruitment to organizing staffing information and planning events. With a positive and friendly attitude, this is an exciting opportunity to take your talents and ideas to new levels in our organization.

In addition to the above, duties include but are not limited to:

- Respond as the first point of contact for the HR department to emails, phone calls, and walk-ins, escalating matters as required
- Coordinate and maintain the office "hard copy" & "digital copy" file system that includes employee personnel files and subject matter files
- Organize the recruitment and orientation processes and assist with screening, interview scheduling, checking references, etc.
- Maintain accurate HR records by processing new hires, transfers, changes in job classifications, training, performance increases, leave requests, resignations, etc.
- Prepare job classification analysis and create/update job descriptions
- Work with HR team to develop policies and procedures
- Provide support for payroll and benefits administration when required
- Aid uniform department as required
- Run office errands and manage stationary supplies for HR department
- Attend and assist in organizing company social events, promotions, job fairs, etc.
- Assist with HR employee engagement and recognition programs

Qualifications/Conditions of Employment

- Grade 12 High School diploma or equivalent
- Minimum 2 years as an Administrative Assistant or HR Assistant
- Post-secondary coursework in Administration, Business or HR an asset
- Excellent English communication skills; both written and verbal
- Proficiency with computer applications such as Word, Excel and databases is essential; ability to learn HR management information systems quickly
- Demonstrated time management and organizational skills; ability to juggle competing priorities
- Ability to communicate pleasantly, tactfully and professionally
- Ability to consistently exhibit an energetic, friendly and enthusiastic attitude
- Ability to maintain confidentiality on all Human Resources issues and employee information
- Detail oriented with superior organizational skills
- Most importantly, a good sense of humour and likes to have fun

How to Apply

Please submit your resume and cover letter quoting competition number 4N21-001 to the Human Resources Department by Thursday, January 21, 2021.

Email: careers@flyaimorth.com
Fax: 867-456-3111
In-person: Air North HR 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 this 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 250+ employees.

flyaimorth.com

150 Condor Road
Whitehorse, Yukon
Y1A 0M7
Canada

USA/CANADA
1.800.661.0407

PHONE
867.668.2228