



[flyairnorth.com](http://flyairnorth.com)

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/ CANADA  
1.800.661.0407

PHONE  
867.668.2228



[chieftainenergy.com](http://chieftainenergy.com)

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

PHONE  
867.668.4441

## Employment Opportunity Chieftain - Human Resources Officer

**Competition #:** 4N21-023  
**Wage:** \$23.00 per hour (or commensurate with experience)  
**Hours of Work:** Permanent Full-time (40 hours per week)  
**Location:** Whitehorse, Yukon  
**Closing Date:** Thursday, May 13, 2021 1700 (5pm PST)

The Human Resources team is integral to ensuring that the best possible supports are in place to assist our team as we continue to grow, and that all Chieftain via Air North staff have the resources 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.

The partners of Chieftain are excited and committed to powering Yukon's future and operating in business that enhances the lives of Yukoners, enriches the lives of its employees and shareholders and above all else delivers a competitive product to its customers. As an Air North employee via Chieftain you will be offered 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.

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

- As the first point of contact for the Chieftain HR department your duties will include; answering emails, phone calls, and walk-in inquiries from the Chieftain Team
- Provide guidance and resource support on company policies and procedures
- Organize the recruitment, on-boarding and orientation processes; assist with screening, interview scheduling, reference checks, etc.
- Maintain accurate HR records; ensure required documentation is complete and submitted for all new hires, transfers, changes in job classifications, training, performance increases, leave requests, resignations, etc.
- Maintain up to date knowledge of Federal Transportation regulations and guidelines
- Provide support for employees and management in regards to performance management, conflict and discipline, escalating matters as required, in collaboration with the Air North HR team
- Assist with HR employee engagement and recognition programs

### Qualifications/Conditions of Employment

- 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 the Microsoft platform is essential; ability to learn HR management information systems quickly
- Demonstrated time management and organizational skills; ability to manage competing priorities with proficiency
- Ability to communicate pleasantly, tactfully and professionally at all times
- Ability to consistently exhibit an energetic, friendly and enthusiastic attitude
- Ability to maintain confidentiality on all Human Resources issues and employee information
- 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 4N21-023 to the Human Resources Department by Thursday, May 13, 2021 1700 (5pm pst).

Email: [careers@flyairnorth.com](mailto:careers@flyairnorth.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 44 years. We offer competitive wages, an attractive benefits package including great travel perks, and an enriching work environment for our 350+ employees.*

