



Employment Opportunity

Recruitment Officer – Human Resources

Competition#: 4N21-073
Wage: \$28.00
Hours of Work: Permanent Full-Time
40 Hours per week
Location: Whitehorse, Yukon

We are seeking a career-minded and dedicated individual, who takes pride in their work, brings a positive attitude to the work environment and is seeking employment with a fun, professional, growing and reputable company. Airlines aren't defined by their aircraft; they're defined by their people. Air North, Yukon's Airline has always taken pride in providing the most authentic Yukon hospitality experience to all its customers. In 2020 Air North, Yukon's Airline was named the best airline in Canada on Trip Advisor. This is a testament to the dedication and hard work of Air North's employees and the loyalty of their customers.

Our Human Resources team is tasked with making sure that the best possible candidates join our team and that all Air North Staff have the resources and support they need to do their job to the best of their ability. In short, it's all about growing and supporting the potential of our greatest asset, our people. You will be integral to keeping our team tightly woven. With a positive and friendly attitude, this is an exciting opportunity to take your talents and ideas to new levels.

Reporting to the Human Resources Manager, this position is responsible for recruitment and onboarding of new employees, assisting with ongoing development of policies and procedures, and supporting managers and supervisors in recruitment needs.

Would you describe yourself as having:

- Experience and a passion for excellence in recruitment and selection with a strong knowledge of recruitment trends and best practices
- Exceptional organizational and time management skills
- Ability to oversee onboarding and conduct orientation and training
- Strong understanding of occupational health & safety as related to Human Resources
- A strong focus on delivering exceptional client and customer service
- Excellent computer skills with Microsoft Office applications
- Strong presentation and interpersonal skills combined with effective writing skills
- Able to identify and effectively resolve conflict in a collaborative way
- Most importantly, a good sense of humour and likes to have fun

Qualifications/Conditions of Employment:

- Post-secondary education in Human Resources combined with 3 years' experience in HR with experience in recruitment and retention and employee relations or a combination of relevant education and experience
- CPHR certified or working towards certification is considered an asset
- Able 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
- Valid First Aid is an asset

******Effective immediately, until such a time the federal government removes the vaccination mandate, Air North requires all new employees to be fully vaccinated at the time of hire and will request proof of vaccination upon onboarding. To request an accommodation under protected grounds, contact HR.******

How to Apply:

Quoting competition #4N21-073, please submit your resume and cover letter to the Human Resources Department by:

Email: careers@flyaimorth.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.

flyairnorth.com

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USA/CANADA
1.800.661.0407

PHONE
867.668.2228

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