



Employment Opportunity

Human Resources Administrative Assistant

Competition#: 4N21-081
Wage: \$23.00 (or commensurate with experience)
Hours of Work: Permanent Full-time (40 hours per week)
Location: Whitehorse, Yukon
Closing Date: Until Filled

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

Reporting to the Manager of Human Resources, this position is responsible for assisting the Human Resources team with daily operations including: recruitment; onboarding/offboarding of employees; Human Resources tracking & reporting; benefits; responding to employee queries; and assisting with employee engagement and recognition.

Would you describe yourself as having:

- Effective English communication skills; both written and verbal
- Excellent proficiency with computer applications such as Outlook, Word, Excel and databases is essential; ability to learn HR management information systems quickly
- Demonstrated time management and organizational skills; able to juggle competing priorities and deadlines
- 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
- Most importantly, a good sense of humor and likes to have fun

Qualifications/Conditions of Employment:

- Grade 12 High School diploma or equivalent
- Minimum 2 years providing human resources services
- Minimum 2 years of administrative experience
- Post-secondary coursework in HR management (including conflict resolution and respectful workplace practices) or a related field would be an asset
- Valid Class 5 Driver's License
- 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 #4N21-081, please submit your resume and cover letter to the Human Resources Department:

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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