



Employment Opportunity

Flight Ops Coordinator

Competition: #4N22-009
Wage: \$25.00 per hour (or commensurate with experience)
Hours of Work: Permanent full-time (35-40 hours per week)
Location: Whitehorse, Yukon
Closing Date: Until Filled

Air North, Yukon's Airline is composed of a team of professional and highly energetic people from around the world. We aspire to be the leading Airline of choice when traveling to or from the Yukon. We are looking for experienced, highly motivated, and talented people who are interested in a unique challenge and opportunity to contribute to the success of our Airline.

Reporting to the Operation Control Centre Manager (OCC), this position is responsible for the coordination of Crew Scheduler, Maintenance and aircraft schedule to ensure the overall smooth operation of Air North fleet including, but not limited to: identifying and resolving any operational issues the company may have; creating crew pairings and distributing to relevant crewmembers and departments; updating and distributing the Whiteboard Spreadsheet; and assisting and supporting Dispatch and Charter Coordinator, when necessary.

Responsibilities:

- Assist the DFO and OCC Manager to ensure all operations are conducted within Canadian Aviation Regulations (CARs)
- Is responsible for formulating flight operations recovery plans during IROPS situations, factoring commercial requirements, in conjunction with operational limitations as advised by Flight Dispatch
- Identify and resolve any operation issues the company may have, including contacting upper management when necessary
- Perform Crew Scheduler duties as required
- Ensure OC is up to date and monitor for accuracy
- Review and approve time sheets
- Other duties as directed by OCC Manager or DFO

Knowledge, skills and abilities:

- Strong organizational and time management skills to prioritize and manage multiple tasks effectively under demanding time constraints and pressure
- Ability to work well independently and remain productive
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Excellent oral and written communication skills
- In-depth knowledge of Emergency Response procedures
- Analytical and problem-solving skills
- Excellent computer skills, proficient with Word, Excel, Outlook, eTARS and Internet

Qualifications/Conditions of Employment:

- Grade 12 High School diploma or equivalent
- Must be able to obtain Transport Canada Restricted Area Identity Card (RAIC)
- Previous airline flight operations and dispatch experience considered 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:

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

flyairnorth.com

150 Condor Road
Whitehorse, Yukon
Y1A 0M7
Canada

USA/CANADA
1.800.661.0407

PHONE
867.668.2228

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 350+ employees.

