



## Employment Opportunity

### YXY Safety Coordinator

**Competition#:** 4N22-005  
**Wage:** \$23.00 per hour or Commensurate with Experience  
**Hours of Work:** Permanent Full-time (40 hours per week)  
**Location:** Whitehorse, Yukon  
**Closing Date:** Until Filled

The Safety Coordinator reports to the Safety Manager and is responsible for assisting with the maintenance of the Safety Management System (SMS) for Air North, Yukon's Airline. This is a dynamic position that will work closely with other departments to ensure the Company exceeds aviation industry safety standards. As the company's resident expert on safety matters, you will interact with several teams and departments, supporting them in a variety of ways. Utmost attention to detail and the ability to maintain confidentiality are paramount within the Safety Coordinator role.

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 wouldn't have been possible without the team behind the scenes. This is a testament to the dedication and hard work of Air North's employees.

#### Duties and Responsibilities include:

- Conducting training for employees and contract personnel on SMS
- Maintaining & disseminating the SMS, Emergency Response Plan and Safety Awareness Plan
- Assisting with the day to day operation of the Company's QMS/SMS software
- Investigating and maintaining a database of all accidents, incidents and hazards
- Performing audits
- Collaborating with other departments to develop safety actions
- Developing training modules
- Contributing to the development of policies and procedures as they pertain to SMS

#### Qualifications/Conditions of Employment

- Excellent communication skills working with a diverse group of teams and individuals
- Knowledge of Canadian Aviation Regulations (CARS) an asset
- Strong computer proficiency and experience with the Microsoft Platforms
- Coursework or diploma in safety-related field an asset
- Aviation experience preferred
- Must be able to successfully complete Transport Canada approved CASO/SMS course
- Must be able to obtain a Transport Canada Restricted Area Identification Card (RAIC)
- Must be legally entitled to work in Canada
- Must be willing to relocate to Whitehorse, Yukon, Canada

**\*\*\*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 #4N22-005, please submit your resume and cover letter to the Human Resources Department to:

**Email:** [careers@flyairnorth.com](mailto: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.***

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

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***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.***

