



Employment Opportunity

Crew Control Coordinator

Competition #: 4N23-010
Wage: \$25.00 per hour or commensurate with experience
Hours of Work: Permanent Full-Time
Closing Date: February 1, 2023
Location: Whitehorse, Yukon

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.

The Crew Scheduler reports to the Operations Control Center Manager (OCC) and is responsible for effective organization of Air North, Yukon's Airline (the "Company") crew scheduling to maximize crew utilization and serve our customer needs. This role works closely with Chief Pilot of type, and Flight Attendant Manager to ensure that best possible solutions are identified. You will have flexible working hours on a four (4) on three (3) off rotation.

Why work for us?

- Flight benefits – international and domestic for you and your family!
- Opportunities for advancement in your career
- Employer paid extended health & dental options
- Group RRSP investment options
- Cargo shipping benefits
- Feeling of being part of the community

Duties and Responsibilities:

- Planning pilot and flight attendant schedules
- Developing flight crew pairings in compliance with duty and rest regulations
- Administrating vacation request
- Booking and coordinating company travel for flight attendants and pilots
- Evaluate future schedules and communicate with departments regarding crew requirements
- Post and award crew vacancy bids in conjunction with Flight Operations Management
- Ensure all activities are following safety regulations laid out by Transport Canada and Air North, Yukon's Airline
- Ensure schedules are administered in line with Collective Agreements and working guidelines
- Perform other duties and tasks as directed by the OCC Manager and the DFO

Knowledge, Skills and Abilities:

- A high degree of motivation to work in a dynamic, fast-paced and ever-changing environment
- Ability to work well independently and alongside varying teams
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Excellent oral and written communication skills
- Knowledge of Crew member collective bargaining agreements preferred
- Knowledge of crew flight and duty limitations preferred
- Knowledge of CARs (Canadian Aviation Regulations) preferred
- Excellent computer skills

Qualifications/Conditions of Employment

- Grade 12 High School diploma or equivalent
- Previous scheduling experience considered an asset
- Able to perform all duties under stressful conditions beyond the employee's control
- Previous airline flight operations experience considered an asset
- Must be a Canadian Citizen, Permanent Resident or show proof of right to work in Canada

How to Apply:

Please submit your resume and cover letter quoting competition number 4N23-010 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 qualified candidates selected for an interview will be contacted.

Air North is committed to employment equity and welcomes applications from diverse and underrepresented groups. If you require assistance and/or a reasonable accommodation during the application or recruiting process, please contact accommodations@flyairnorth.com.

Air North, Yukon's Airline 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 450+ employees.

