



Employment Opportunity

YXY Ramp Training & Compliance Coordinator

Competition #: 4N23-022
Wage: \$28.00 or commensurate with experience
Hours of Work: Full-time
Closing Date: Until Filled
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 Ramp Training & Compliance Coordinator reports to the Director of Ground Operations and is responsible for Ramp training and compliance oversight in addition to all Ramp Agent duties (and Lead or Senior Lead, as applicable). The Training & Compliance Coordinator's umbrella of duties includes responsibility for YXY Ramp and Northern Outstation Ramp operations. The coordinator's primary duties are daily operations, training delivery and oversight, and auditing compliance.

Why work for us?

- Employer paid health & dental benefits
- Phenomenal travel benefits – local and international!
- Group RRSP investment options
- Fuel discounts with our subsidiary company – Chieftain Energy
- Opportunities for advancement in your career
- Feeling of giving back to the community

Duties and Responsibilities:

- Develop and maintain all relevant manuals and standard operating procedures (SOPs) related to Ramp Operations
- Stay informed of regulatory developments and industry best practices and revise manuals and/or SOPs accordingly;
- Liaise with other departments such as Passenger Services and Cargo in SOP development to ensure policies and procedures are consistent across the Company
- Develop all initial and recurrent training as well as conduct training
- Liaise with other departments to provide additional training such as bridge training and Dangerous Goods
- Maintain up-to-date training records
- Develop and maintain a "train the trainer" program
- Act as a resource for all Ramp employees
- Develop an Operational Quality Assurance auditing program
- Conduct regular operational audits in YXY and North stations to assess compliance with company SOPs and all related airport and Transport Canada regulations
- Provide operational support as required, particularly during IROPs or staffing shortages
- Perform other tasks as assigned by the Director

Knowledge, Skills and Abilities:

- Familiarity with restricted airport operations and/or Transport Canada aviation regulations
- Prior leadership or management experience as asset
- Excellent awareness of health & safety matters
- Attention to detail and strong observational skills
- Analytical approach to problem-solving with the ability to monitor and coordinate multiple moving pieces at the same time
- Excellent verbal and written communication skills
- Good people skills, including tact and approachability

Qualifications/Conditions of Employment

- Required to maintain a valid Restricted Area Identification Card
- Required to maintain a valid Restricted Operators Certificate – Aeronautical
- Minimum Grade 12 diploma or equivalent

flyairnorth.com

150 Condor Road
Whitehorse, Yukon
Y1A 0M7
Canada

USA/CANADA
1.800.661.0407

PHONE
867.668.2228

- Must be physically fit – able to walk/stand for extended periods of time and do repetitive lifts
- Minimum 2 years of experience in Ramp Operations
- 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 4N23-022 to the Human Resources Department:

Email: careers@flyairnorth.com

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 careers@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.

