



Employment Opportunity

Seasonal Terminal Control Coordinator

Competition #: 4N23-036
Wage: \$23.00 or commensurate with experience
Status: Seasonal Full-Time or Part-Time
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.

The Terminal Control Coordinator reports to the Chief Dispatcher and is responsible for supporting the Operations Control Centre in the provision of Terminal Operations Control to all Air North, Yukon's Airline flights. Utilizing computer software for all Company flights, the incumbent formulates and issues Load Plans, as well as calculates and issues Weight & Balance forms on behalf of the Pilot-in-command. They also operate as a critical communication coordinator between Terminal personnel (Ramp & Passenger Service Agent) and the Commercial Operations Controller and Pilot-in-Command.

Why work for us?

- Travel perks
- Opportunities for advancement in your career
- Shift premiums available
- Cargo shipping benefits
- Feeling of being part of the community

Duties and Responsibilities:

- Calculate and issue Load Plans
- Provide immediate administrative support to the Flight Dispatcher if an activation of Emergency Response occurs
- Coordinating with different teams for things such as
 - Loading/unloading status
 - Security issues
 - Enplaning/deplaning
 - Parking positions for Company flights
 - Maintain situation awareness of Company aircraft while on the ground at all stations
 - Communicate flight arrival times to other departments
 - Confirm requirements for de-ice requirements
 - Communicate with fuelers regarding fuel required for the aircraft
 - Communicate service request with our Charters department
- Communicate/collaborate Irregular Operations (IROP) plans to other departments
- Timely entry of flight movements into internal systems
- Issue movement reports via email
- Perform other duties and tasks as directed by the Chief Dispatcher or 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
- Able to identify potential risks and formulate an effective strategy to mitigate risk or prevent issues from occurring
- WHIMIS & DG certificate or complete applicable company training
- Excellent computer skills and aptitude with data entry software programs

Qualifications/Conditions of Employment

- Must be able to obtain Restricted Operators Certificate – Aeronautical (ROC-A)
- Previous airline flight operations experience considered an asset
- Must be a Canadian Citizen, Permanent Resident or show proof of right to work in Canada

flyairnorth.com

150 Condor Road
Whitehorse, Yukon
Y1A 0M7
Canada

USA/CANADA
1.800.661.0407

PHONE
867.668.2228

How to Apply:

Please submit your resume and cover letter quoting competition number 4N23-036 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.