



# Employment Opportunity

## Human Resources Administrative Assistant

**Competition #:** 4N23-067  
**Wage:** \$23.00 (or commensurate with experience)  
**Hours of Work:** Permanent Full-Time (40 hours per week)  
**Location:** Whitehorse, Yukon  
**Closing Date:** August 16, 2023

We are seeking a career-minded and dedicated individual, who takes pride in their work, brings a positive attitude to the work environment and is seeking employment with a fun, professional and reputable company. Airlines aren't defined by their aircraft; they're defined by their people. 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 is a testament to the dedication and hard work of Air North's employees and the loyalty of their customers

Reporting to the Director of Human Resources, this position is responsible for assisting the Human Resources team with daily operations including: recruitment; onboarding/offboarding of employees; Human Resources tracking & reporting; benefits; responding to employee queries; and assisting with employee engagement and recognition.

### Why work for us?

- Promote from within – your career growth is about to take-off with Air North!
- Employer paid health & dental benefits
- Phenomenal flight benefits – local and international!
- Group RRSP investment options
- Home heating & vehicle fuel discounts

### What do you bring to the role?

- Ability to maintain confidentiality
- Effective English communication skills; both written and verbal
- Excellent proficiency with computer applications such as Outlook, Word, Excel and databases is essential; ability to learn HR management information systems quickly
- Demonstrated time management and organizational skills; able to juggle competing priorities and deadlines
- Ability to communicate pleasantly, tactfully and professionally
- Ability to consistently exhibit an energetic, friendly and enthusiastic attitude

### What do you need?

- Grade 12 High School diploma or equivalent
- Minimum 2 years of administrative experience
- Post-secondary coursework in HR management (including conflict resolution and respectful workplace practices) or a related field would be an asset
- Reliable transportation to and from work
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

### How to Apply:

Quoting competition #4N23-067, please submit your resume and cover letter to the Human Resources Department:

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

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

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/CANADA  
1.800.661.0407

PHONE  
867.668.2228