



## Employment Opportunity

### Dawson Airport Station Coordinator

**Competition #:** 4N24-051  
**Wage:** \$26.00  
**Hours of Work:** Permanent Part-Time  
**Location:** Dawson City, Yukon

Founded in 1977, Air North, Yukon's Airline is an airline based in Whitehorse, Yukon with an ever-expanding flight network and benefit package for our employees. We have an exceptional track record that includes "World's Most Love Airline," "Best Leisure & Specialty Airline," and "Best Airline in Canada". These awards and the many others we've received are a testament to the amazing people we are proud to employ.

#### Why work for us?

- Flight benefits with over 70 airlines worldwide
- Employer paid health and dental benefits
- Cargo shipping benefits
- Group RRSP investment options

#### Duties and Responsibilities:

- Oversee and participate in safe and efficient ground operation activities including reservations, passenger service (check-in), cargo and ramp activities
- Conduct regular assessments of the operation, including maintenance of facilities and equipment
- Ensure the highest level of customer service is provided at all times
- Authorize the acceptance of Dangerous Goods
- Prepare station reports daily, weekly and monthly
- Maintain staff schedules
- Troubleshoot IROP activities
- Act as direct point of contact
- Ensure compliance with policies and procedures of Transport Canada, Navigation Canada, YG Aviation Branch and Air North, Yukon's Airline
- Ensure all staff successfully complete and maintain all training & certifications

#### Qualifications of Employment:

- Minimum Grade 12 diploma or equivalent
- Experience as a station attendant or aviation experience considered an asset
- Required to maintain a valid Class 5 Driver's License with clean abstract
- Successful completion of all initial and recurrent training
- Be physically fit (able to bend, kneel, crawl, stoop, climb and lift up to 70 pounds repetitively)
- Able to work outside in all climatic conditions
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

#### How to Apply:

**Quoting competition # 4N24-061, please submit your resume and cover letter to the Human Resources Department to:**

**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.*

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

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/CANADA  
1.800.661.0407

PHONE  
867.668.2228

*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.*

