



## Employment Opportunity Flight Dispatcher

**Competition #:** 4N24-069  
**Wage:** \$27.50 or commensurate with experience  
**Hours of Work:** Permanent Full-Time  
**Location:** Whitehorse, Yukon  
**Closing Date:** Until Filled

Calling on anyone interested in Flight Dispatch! This position with Air North, Yukon's Airline will provide you with the training needed! Historically, successful flight dispatchers have backgrounds as passenger services agents, aircraft refuelers, and those with a genuine interest in aviation! In 2020 Air North, Yukon's Airline was named the best airline in Canada on Trip Advisor. This wouldn't have been possible without the team behind the scenes. This is a testament to the dedication and hard work of Air North's employees.

Reporting to the Chief Dispatcher, this position is responsible for the safe dispatch of company flights in accordance with the Company Operations Manual, the Dispatch Procedures Manual, as well as Transport Canada Regulations. Examples of duties include: Operational flight watch, generation of operational flight plans, communication with flight crew and provision of support to related departments, generation of aircraft load plan as well as weight and balance calculations. This position is crucial for safe and efficient flight operations, requiring candidates with superior situational awareness and attention to detail.

### Would you describe yourself as having the following:

- Ability to learn regulations and manuals such as CARs, CFS, and AIM
- Ability to learn and reference company-specific documents such as COM, DPM, MEL, Runway Performance Analysis
- Exceptional organizational, time management, analytical and problem-solving skills
- Accurate and concise communication skills
- Ability to cope to constant interruptions, distractions, time pressure and concurrent demands
- Strong computer proficiency and aptitude with data entry software programs

### Qualifications/Conditions of Employment:

- Minimum 21 years of age as per Transport Canada
- Minimum Grade 12 or equivalent
- FAA Dispatcher License is an asset
- Willingness to successfully complete Transport Canada Flight Dispatcher written exams: FDOPS (Operations) and FDMET (Meteorology)
- Must successfully pass initial and recurrent Transport Canada dispatcher competency check
- Must be able to obtain a Restricted Operators Certificate – Aeronautical (ROC-A)
- Must be able to obtain and retain a Restricted Area Identification Card (RAIC)
- Must be a Canadian citizen, Permanent Resident or show current proof of right to work in Canada

### How to Apply:

Quoting competition # 4N24-069, please submit your resume and cover letter to the Human Resources Department by:

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 Conдор Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/CANADA  
1.800.661.0407

PHONE  
867.668.2228