



Northwest Regional Airport Terrace-Kitimat

Job Posting:	2022-001
CUPE Local 2012-02 Union Representative:	Brandie Correia
Airport Management Representative:	Carman Hendry
Notes:	<p>Job will be posted externally, as well as internally in CSB lunchroom beginning April 11, 2022.</p> <p>Submit letter of interest and recent resume to the Airport General Manager at careers@yxt.ca on or before April 29, 2022, at 12:00pm.</p>
JOB DESCRIPTION:	
Location:	Northwest Regional Airport, Terrace-Kitimat
Job title:	Admin Assistant Permanent Full-time
Pay Level:	Operator Temporary & Admin Assistant
Reports to:	Airport General Manager
Primary Duties:	<p>The Terrace-Kitimat Airport Society is looking for an energetic self-starter to fill an administration position.</p> <p>The Admin Assistant is responsible for assisting with the accounting and administrative activities in the airport.</p> <ul style="list-style-type: none">• All accounting responsibilities up to year-end balance, including invoicing, collections, bill payments, cash flow management, payroll.• Financial reconciliations and monitoring.• Financial reporting to Airport General Manager, Board of Directors and outside agencies.• Budgeting• Benefit plan administration and assistance to staff• Computer financial system maintenance, including invoicing system and bookkeeping system.• Correspondence with outside parties.• Office filing and administration.• Telephone and office reception, including responding to requests.• Assistance to Airport Manager and staff, providing information and administrative support.• Other duties as required.
Qualifications:	<ul style="list-style-type: none">• Applicant must have a minimum of grade 12 education• Must possess a valid class 5 driver's license.• Must be fully vaccinated against COVID-19• Must possess strong computer skills, proven ability to work proficiently unsupervised, self-motivated.
Ideal Candidate will require:	<ul style="list-style-type: none">• Good communication skills• Good customer service skills



Northwest Regional Airport Terrace-Kitimat

- Strong data entry and typing skills
- Proficiency in Microsoft Office Suite, particularly MS Excel and MS Word
- Working knowledge with Sage 50 accounting software
- Experience with payables/receivables
- Strong organizational and time management skills

Hours of Work:

- Hours up to 35 hours per week. Hours of work are normally scheduled during office hours.

Wage rate:

Per Appendix A, Collective Agreement

Closing date for receipt of applications: April 29, 2022, 12:00pm