

ADMINISTRATIVE OPERATIONS OFFICER

FULL-TIME | PERMANENT



Regina Airport Authority requires an Administrative Operations Officer. The incumbent is responsible for providing administrative support to the Airport Operations department. The position is accountable for maintaining the accuracy of operational records, regulatory documentation and digitalized operational systems. This position is responsible to administer the technology systems that provide functional support to the operations department.

ABOUT REGINA AIRPORT AUTHORITY

Employment at RAA

- Competitive salaries
- Group Health Insurance Plan
- Defined Contribution Pension Plan (7.5% match)
- Personal Wellness Spending Account
- 3 weeks paid vacation leave
- 3 weeks paid sick leave
- 1 week paid personal and family related leave
- Meaningful work that makes an impact
- Career growth and promotion opportunities
- Recognition of employee service anniversaries
- Employee and family events
- Free parking

Learning and Training

- Robust training program including core, positional and enhanced training
- Encouragement of lifelong learning through education and training opportunities
- Team member review designed to focus on individual career development and ongoing coaching, support and feedback

Community

- Actively promotes and supports our community through several initiatives including sponsorships.

Communication

- Town-hall style staff meetings offered during the year
- Frequent communication through several different platforms
- Employee surveys
- Company intranet ("The Portal")

OUR MISSION

To be an engine of economic activity and social connectivity through air travel.

OUR VISION

To be Saskatchewan's best airport experience.

WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

HOW TO APPLY

Like what you see and think you have what it takes to join our team?

Submit your resume on or before November 4, 2024 by emailing hr@yqr.ca and quoting the position you are applying for in the subject line. Resumes will be accepted past the initial intake period should the position not be filled.

We thank all applicants for their interest. Only shortlisted candidates will be contacted.

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RESPONSIBILITIES

- While promoting safety awareness, perform all duties with an ownership attitude in compliance with corporate policies and procedures.
- Assist with ensuring appropriate incident command response procedures are carried out in the event of an emergency.
- Perform all duties and responsibilities in a manner consistent with the company's Mission, Vision, and Corporate Values.
- Respond to operational emergency situations during and after standard hours of work for the purposes of resolving immediate concerns to ensure the safe and efficient operation of the airport.
- Perform administrative duties for the Vice President, Operations and Infrastructure.
- Serve as Vortex system administrator, provide system support and training and ensure accuracy and integrity of Vortex modules.
- Research, develop, compile, and distribute various computerized documents, correspondence, and reports.
- Support department in the development and review of operational manuals as they relate to acts and regulations, standards, drawings, and policies and procedures.
- Attend operational meetings and record minutes.
- Maintain and organize operational filing systems.
- Draft and distribute correspondence, operational plans, standard operating procedures, and operations policies and procedures.
- Support the delivery of the Safety Management Systems and Quality Assurance programs.
- Serve as auditor in execution of assigned Quality Assurance Audits.
- Assist in the management of audit documentation.
- Support internal control processes and provide recommendations on policies and procedures.
- Review Vortex module records to ensure compliance with internal requirements.
- Liaise with stakeholders including NAV Canada, Transport Canada and Airport users and tenants.
- Contribute to and support corporate events, initiatives, and internal committees.
- Participate in regulatory and corporate prescribed training and development activities.
- Understand and comply with all Corporate Policies and Procedures.

EDUCATION AND PROFESSIONAL EXPERIENCE

- Certificate or diploma in Business Administration.
- Minimum of three (3) years related experience.
- Equivalent combination of education and experience would be considered.

REQUIREMENTS

- Strong communication, organizational and interpersonal skills to professionally manage a multitude of tasks in a customer focused environment.
- Ability to grow and maintain positive professional relationships with corporate departments, key business partners and team members.
- Capable of performing within a transparent work environment where collaborative relationships are encouraged, and varied opinions are respected.
- Strong awareness and commitment to a healthy and safe working environment.

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- A self-directed analytical person who possesses strong organizational, verbal, and written communication skills, with the demonstrated ability to work independently and collaboratively as a positive team member.
- Results oriented with the ability to effectively manage multiple priorities with conflicting demands and timelines while being accurate and detail oriented.
- Ability to maintain confidential information.
- Ability to read and apply relevant aviation acts and regulations.
- Skills in exchanging information; interpreting and listening to a variety of internal and external customers.
- Knowledge and understanding of the auditing process as part of a Quality Assurance and Safety Management System.
- Aptitude for and willingness to learn new technology.
- Computer literate with Microsoft based applications.

RATE OF PAY

As per the collective agreement:

- Band: 6
- Rate of Pay: \$41.37 - \$44.72

37.5 hour work week.

CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted.
- A clear pre-employment National Criminal Record through Regina Airport Authority's background screening process.
- Ability to secure and maintain a Transportation Security Clearance within the prescribed employment probationary period.
- Possession of a valid Saskatchewan Class 5 driver's license.