



Job Profile

Position Number:	AAS-1	Position Title:	Airport Administrative Specialist
Classification:	Included	Reports to:	Manager, Corporate Services
Date:	September 14, 2016	Version:	5

JOB POSTING

Posted Date: September 20, 2016

Closing Date: October 4, 2016

PRIMARY FUNCTION

Working as part of the airport administrative team, the Airport Administrative Specialist provides administrative support to the Prince George Airport Authority (PGAA) management including operations, corporate services, finance and IT functions. Airport Administration Specialists administer a wide variety of office systems and processes related to customer service, operations, asset management, work management and general office administrative duties to ensure the Prince George Airport operates in a safe, secure, effective, efficient, and environmentally friendly manner.

JOB DUTIES

The Airport Administration Specialist may be required to:

- Compile and maintain records of business transactions and office activities.
- Perform general office administrative duties including, word processing, creating, modifying and updating spreadsheets, databases, websites and inventory/maintenance systems.
- Contract administration.
- Provide excellent customer service to both internal and external customers.
- Monitor and maintain inventory supply.
- Monitor and maintain work order system, input data, issue work orders and monitor completion and/or relevant tasks.
- Monitor and maintain airport training record systems.
- Monitor and maintain the airport Safety Management System and records.
- Administer and maintain the application, issuance and record keeping of security identification and access control information and records according to regulation.

- Manage and maintain the Restricted Area Identification Card and access control systems, equipment and records.
- Administer parking systems records and maintain and/or troubleshoot parking systems equipment.
- Work safely and actively towards creating and maintaining a safe work environment by ensuring compliance with Occupational Health and Safety regulations, the Canada Labour Code, the airport's Safety Management System and other airport policies and procedures.
- Perform other assigned or related duties as required.

QUALIFICATIONS/SKILLS

- Possess a grade 12 graduation diploma or equivalent.
- Possess excellent communication skills in verbal and written English.
- Possess well developed problem solving and analytical skills.
- Ability to identify and implement process improvements.
- Highly competent in computer skills including word processing, spreadsheets, e-mail, and database applications.
- Able to work in a fast paced and changing environment.
- Able to effectively assist customer service requests.
- Highly organized and able to prioritize workload and responsibilities.
- Ability to work with a diverse team.
- Ability to obtain and maintain a Transport Canada Security Clearance.

Other Information

The Airport Authority is looking for individuals who work well with minimal supervision, are highly motivated self-starters, and are willing to learn and contribute to the team.

Wages are as per the current collective agreement. Membership in the Public Service Alliance of Canada (PSAC) is a condition of employment and is subject to all terms and conditions of the current collective agreement between the PGAA and the PSAC.