



## Job Profile

Position Number: **AAS-2**  
Classification: **Included**

Position Title: **Airport Administrative Specialist  
Operations**  
Reports To: **Manager of Operations**

### 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 finance, IT, operations and corporate services functions. Airport Administrative Specialists administer a wide variety of office systems and processes related to finance, accounting, customer service, operations, asset management, materials 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

- Administer systems and processes related to their respective departments.
- Acts as head of their respective administrative departments and/or functions: trains and oversees other staff as required to complete functions and processes related to their department in a timely and accurate manner.
- Compile and maintain records of business transactions and office activities.
- Perform general office administrative duties including word processing; creating, modifying and/or updating spreadsheets, databases, company website and inventory/maintenance systems.
- Create/compile financial and accounting reports as required.
- Maintain and monitor office supply inventories, petty cash, ensure signing authorities comply with policy.
- Maintain systems and processes regarding the airport capital assets including insurance requirements, property taxes, lease inventory system and Facility Alteration Permits.
- Manage report functions.
- Provide backup support to reception, as well as all other AAS-1 functions as required.
- Perform other assigned duties as required.
- Work safely and actively toward creating and maintaining a safe work environment by ensuring compliance with Occupational Health and Safety regulations, the Canada Labour Code, the Airport Safety Management System and other airport regulations and policies.

### TRAINING AND EXPERIENCE

- Grade 12 diploma or equivalent.
- Minimum of 5 years accounting related experience, and/or equivalent combination of experience and training/education.
- Strong verbal, analytical, organizational and written skills.

- Highly proficient with word processing and spreadsheet software. Experience in website maintenance, database applications and inventory/maintenance systems desirable.
- Good organizational, time management and prioritizing skills.
- Strong verbal, analytical, organizational and written skills.
- Attention to detail in all areas of work.