



Position Number:	AAS-1	Position Title:	Airport Administrative Specialist
Classification:	Included	Reports to:	Manager, Corporate Services

CLOSING DATE: February 26, 2019

JOB POSTING

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.

The qualified candidate must be detail oriented, extremely responsible, dependable, highly motivated, and able to work in a fast paced and time sensitive environment with ever changing priorities.

Key Responsibilities/Duties

- Compile and maintain records of business transactions and office activities.
- Contract/Lease Administration
 - Draft subleases, licences, contracts and agreements.
 - Accurately maintain subtenant reports with information such as square footage, rent and expiration date
 - Review and accurately abstract all fully executed lease documents, amendments, and license agreements into the lease management system and distribute in a timely manner finalized lease information and documentation to appropriate parties
 - Review and verify renewal notices and commencement agreements and timely update the lease spreadsheet and management system accordingly
 - Format lease reports and tracking spreadsheets with custom formulas and email these reports to manager for approval
 - Facilitate and track routing and signature of various documents/forms/leases.
 - Concession administration including monthly reporting of market share.
 - Liaise with tenants to provide maintenance and other services as required.
- Property Administration
 - Data entry of property assessments and taxes, and review with manager.

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- Responds to queries from BC Assessment; conducts research, liaises with BC Assessment and other regulating authorities regarding assessed values, classifications, taxation, use and ownership etc.
 - Administration of the Ground Service Equipment Registration and Licence program including fee calculations and ensure approval and distribution to finance.
 - ICBC insurance tracking including equipment registration and renewals.
 - JetMark International Fuel Services
 - Daily, monthly and annual inventory reconciliation and reporting to fuel providers and finance.
 - Audits fuel tickets and daily fueling activity from fuel servicing contractors
 - Works with Manager to resolve discrepancies with fuel servicing contractors.
 - Prepares backup for fuel supply invoicing, prices, sales and receipts into the Fuel inventory spreadsheet.
 - Monitor janitorial services including inspections of premises.
 - Perform general office administrative duties including, word processing, creating, modifying and updating spreadsheets, databases, websites and inventory/maintenance systems.
 - Provide excellent customer service to both internal and external customers.
 - 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.
 - 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.
- Must be able to demonstrate professional integrity, attention to detail, and exercise good judgment in handling sensitive information.
- Strong organizational skills



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- 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

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.