

Position Number: **AAS1**  
Classification: **Included**  
Date: **September 2021**

Position Title: **Airport Administrative Specialist 1**  
Reports To: **Manager of Corporate Services**  
Version: 3.0

Posting Date: September 15, 2021

Closing Date: October 1, 2021 or when filled

Working as part of the Prince George Airport Corporate Services Department, and reporting directly to the Manager of Corporate Services, the Administrative Airport Specialist 1 (AAS1) – Corporate Services ensures efficient processing of forms, documents and completion of duties, in a fast-paced environment. As an entry-level position, there is the opportunity for growth and advancement. The AAS1 – Corporate Services provides direct administrative support to the Manager of Corporate Services, in addition to the specific duties listed below.

### **PRIMARY JOB DUTIES**

Office Administration: Perform general office administrative duties including, word processing, creating, modifying and updating spreadsheets, databases, and file systems; respond to and address external customer service enquiries; monitor, enter and ensure completion of work orders in multiple airport specific online systems

Contract/Lease/Procurement Administration: Draft subleases, licences, contracts and agreements; enter and maintain data integrity of the lease/contract management system; administer procurement process; Liaise with tenants to provide maintenance and other services as required

Property Administration: Data entry of property assessments and taxes for Manager review; liaise with BC Assessment and other regulating authorities

JetMark International Fuel Services: Complete inventory reconciliation (daily, monthly and annual); audit fueling activity, address discrepancies, manage all records and invoicing.

### **REQUIRED QUALIFICATIONS AND SKILLS**

- Canadian Citizenship or permanent residence status
- Possess a Grade 12 Graduation Diploma, Dogwood, or equivalent
- Fluency in both written and oral English; ability to read and understand legislation, regulations and safety language
- Be able to obtain and maintain a Transport Canada Transportation Security Clearance
- Advanced technology skills: experience in MS Office Suite and Outlook – strong working knowledge of computer applications including word processing, spreadsheets and email; ability to navigate maintenance management systems and digital training platforms
- Possess well developed problem solving and analytical skills, and the ability to identify and implement improvements to existing process, or develop new protocols
- Strong organizational and time management skills; ability to prioritize and engage flexibility in a fast-paced and changing environment
- Strong conflict resolution and customer service skills



## Job Posting

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- Strong understanding, and adherence to confidentiality

### **PREFERRED**

- A valid Class 5 Driver's License
- Post-secondary or additional training in legal, administrative or business management related fields

**A full job profile, including all duties, may be requested by email at [SBest@pgairport.ca](mailto:SBest@pgairport.ca). To apply, please submit resume, cover letter and any relevant education documents to [HR@pgairport.ca](mailto:HR@pgairport.ca), with the subject AAS1 Corporate Services.**

Thank you for your interest in the Prince George Airport Authority!