

We're looking for a **Business Support Student (Term)** to join our team!

About Us

The Prince George Airport Authority (PGAA) is made up of a team of diverse people who are proudly working together to connect Northern BC to the worldwide destinations. With a commitment to safety first and foremost, our team is dedicated to enhancing our region by providing an excellent airport experience while driving economic growth.

We acknowledge that the work of the Prince George Airport Authority takes place on the unceded, traditional territory of the Lheidli T'enneh. We acknowledge the need for meaningful consultation with Indigenous communities and the Prince George Airport Authority is committed to working towards meaningful reconciliation.

As an employer with a long history in our region, Prince George Airport Authority strives for a respectful workplace that reflects the diversity of the communities we serve. We support the Employment Equity Act and take measures to ensure fair employment practices and treatment of employees across our organization. We welcome applications from all qualified candidates, including women, Aboriginal peoples, persons with disabilities and members of visible minorities. We encourage applicants to self-identify with a designated group(s) to support our team in filling gaps in areas where we can be more diverse. We are also happy to provide reasonable accommodations throughout the selection process and while working at PGAA.

About The Role

Reporting to the Manager of Community Relations, the **Business Support Student (Term)**, will be responsible for completing a variety of projects that include archiving historical documents, digitizing files and document management, data entry, audits, and inventory control. Due to the highly confidential nature of this position, you must demonstrate a high level of integrity and professionalism at all times.

Key Responsibilities

- Document management
- File digitization
- Data entry
- Information audits
- Other duties and projects, as required

Qualifications

- Demonstrated commitment to safety
- Competency in Microsoft Excel, Word, and Outlook applications
- Attention to detail
- Proven critical thinking, decision making and problem-solving skills
- Ability to communicate clearly and concisely, both orally and written
- Experience with database systems
- Typing speed of 50 wpm
- Ability to lift up-to 50 pounds (23 kg), repetitively
- Bilingual in French and English, an asset
- Social media experience, an asset

Hours of Work

This is a three (3) month term position, with the possibility on an extension. Hours of work are based on 21-hour week, scheduled between Monday through Friday (flexible).

What We Offer

- A safe and respectful workplace
- Learning and development opportunities
- Work-life balance (we really mean that!)
- Local, onsite work with no travel requirements

This position is open to Prince George Airport Authority employees and external candidates. Previous job performance will be taken into consideration for all internal candidates that apply for this position.

How To Apply

To apply for this position, please forward your resumé, in confidence, to hr@pgairport.ca with “**Business Support Student**” in the subject line.