

We're looking for an **Airport Administrative Specialist (AAS1)** to join our team for a term position! This term will be approximately 6 months in duration.

### About Us

The Prince George Airport Authority (PGAA) is made up of a team of diverse people who are proudly working together to connect the world to Northern BC. 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, Indigenous 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 areas where we can be more diverse. We are also happy to provide reasonable accommodations while working at PGAA.

### About The Role

The **Airport Administrative Specialist (AAS1)** provides support to various departments within the organization including Finance, Operations, Safety and Regulatory Compliance, and Corporate Services. Airport Administrative Specialists work with a wide variety of office systems and processes related to finance, accounting, customer service, operations, asset management, materials management and general office administration to ensure the Prince George Airport operates in a safe, secure, effective, efficient and environmentally friendly manner.

### Key Responsibilities

- Emphasize and demonstrate the importance of safe operating procedures and accident prevention, leading by example.
- Perform administrative duties including administering systems and processes while maintaining records of transactions, files and databases for various departments.
- Provide customer service to internal and external customers
- Analyze invoices for accuracy and post into accounting system.
- Prepare weekly Cheques and EFT runs.
- Ensure and maintain compliance with legislation, regulations, and policies.

- Maintain accurate records and generate reports as required.
- Work 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.
- Other duties as assigned.

### Qualifications

- Demonstrated commitment to safety as a priority.
- 3 years experience in a related role; accounts payable experience an asset.
- Excellent verbal and written communication skills
- Highly organized and able to prioritize tasks
- Strong critical thinking, decision making and problem-solving skills
- Proficiency in Microsoft Office applications, and ability to learn custom software as required.
- Ability to obtain and maintain a Transport Canada Security Clearance (TSC) to comply with regulatory requirements as a condition of employment.

### Hours of Work

Based on a 35-hour work week, this position supports our core business hours Monday through Friday.

### What We Offer

- A safe and respectful workplace
- Long-term career potential
- Learning and development opportunities
- Work-life balance (we really mean that!)
- Wage of \$32.04/hour as per the Collective Agreement

### How To Apply

To apply for this position, please forward your resumé, in confidence, to [hr@pgairport.ca](mailto:hr@pgairport.ca) with "AAS1" in the subject line. Applications will be accepted until **June 2, 2026**.

We are happy to provide reasonable accommodation throughout the selection process. If you require accommodation at any point throughout the process, please email [hr@pgairport.ca](mailto:hr@pgairport.ca).