

Memorandum

To: Public Service Alliance of Canada, Local 00006
From: Jack Santerre, Airport Manager/AE
Subject: Job Posting
Date: March 11, 2019
Position: Administrator Part-time
Salary group: Union
Wage: \$24.89 per hour
Location: North Bay Jack Garland Airport
Closing: April 12, 2019

SUMMARY:

Reporting to the Airport Manager the Administrator, provides administrative support and office services, administers the airport's financial services, select human resources duties, maintain material management activities and inventories. He/she must ensure the confidentiality (as necessary) of files, and follow company procedures on retention and destruction. This individual must demonstrate a strong attention to detail and the ability to balance multiple demands simultaneously.

This position requires being able to work shift work, overtime and respond to after hour calls to meet the airport operational and customer requirements.

The average work week is 21 hours per week except when replacing for vacation periods when the work week may be extended to 35 hours per week.

ENVIRONMENT

The work is normally performed in the airport administration offices.

Minimal exposure to noise of heavy equipment and aircraft.

DUTIES AND RESPONSIBILITIES

- Administrative and Clerical duties (data keying, typing, telephone, operation of office machines and minute taking).
- Handle inquiries from the public.

- Keeping records and completing returns, forms and information.
- Maintain Human Resource records provide information as required based on the collective agreement and benefit programs to all employees
- Maintain all employee training records and request forms
- Maintain time cards and payroll records
- General accounting duties with respect to accounts receivable, accounts payable and payroll.
- Perform duties relating to the collection of outstanding accounts receivable
- Prepare financial reports, statistic and budget documents
- Prepare and follow up on Airport Capital Grants Claims
- Maintain airport filing system
- Maintain airport leases.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Maintain Advertising contracts and sell advertisement space as required.
- Maintain airport manuals, prepare amendments and distribute as required (Airport Operation Manual, Emergency procedures manual) others as required.
- Maintain parking process and invoicing.(parking violations, long & short term permits system)
- General processing of airport fees, aviation fuel tax and accounting as required.
- Maintain airport Website
- Prepare and distribute Airport Board and committee minutes, all correspondence, documents and notices related to board meetings.
- Prepare and distribute minutes, all correspondence, documents and notices related to Airport committees meeting such as SMS, Security, Tenants and any other as may be deemed necessary by the airport manager.
- Operate radio and communication equipment.
- Prepare emergency coordination centre for use during emergencies and maintain logs and records of events.
- Carry out administrative and clerical assignments as directed by the Manager and assist trades' people when required.
- Participates in the Airport Safety Management System, Airport Security, Program Workplace Health and Safety and other airport committees as requested by the manager.
- Any other work related duties as requested by the manager which are not limited by this job description. Examples are participate in special events, prepare meeting rooms and coordinate meetings and conferences.

**KNOWLEDGE
AND SKILLS:**

- Formal post secondary education with a college diploma related to business administration, general accounting or other related programs.
- Knowledge of General Accounting procedures and principals.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Ability to use electronic –mail systems, Internet service and search vehicles.

- Ability to work with various software programs such as Word, Excel, PowerPoint, Acrobat adobe and Accounting Software.
- Ability to work independently and accurately is crucial.
- Ability to deal effectively with public, customers, tenants and co-workers.
- Ability to work in emergency and high security situations and deal with stress levels involved.
- Ability to complete Airport Health and safety program, airport orientation during probation period
- Ability to work in a confidential work environment.
- Industry Canada Radio licence for airport use within 30 days
- Must be willing to pursue additional training
- Effective interpersonal relationships
- Initiative
- Reliable

APPLICATIONS: In writing to:

Email: airportmanager@yyb.ca.

Fax Number: 705-474-3020

Or mail to

Airport Manager

North Bay Jack Garland Airport Corporation

50 Terminal St. Suite 1

North Bay, ON

P1B 8G2

POSTING: Airport Administration Office
Airport Maintenance Garage
Airport Web-site