

Vantage Airport Group has operated North Peace Regional Airport since 1997. Economic and industrial development in the city and region have contributed to the airport's growth, with over 278,000 passengers welcomed in 2019. Fort St John is located in the Peace River region of BC, an area known for its outdoor activities. More information: www.fortstjohn.ca

Administrative Assistant (Part Time)

Reporting to the Managing Director, the Administrative Assistant is responsible for assisting in the administration of the Airport's financial and administrative services relating to: accounts receivable, accounts payables, and other duties as assigned for the North Peace Regional Airport in Fort St. John. Initially, the role will be up to 20 hours per week with flexibility on how those hours are worked.

Key responsibilities include:

- Assisting with Accounts Receivable
- Assisting with Accounts Payable
- Maintaining Filing System
- Key & Pass system administration
- Airside Driver's Permit Program Administration
- Customer relations through answering phones and walk-in traffic
- Arrange maintenance for basic office machinery (i.e. fax machines, copiers, computers)
- Responding to customer Inquiries
- Scheduling of meetings and preparing minutes
- Flight schedule maintenance
- General office administration
- Special projects as required

The current rate of pay is \$26.72/hour.

Experience and Qualities:

- Minimum two years' work experience or training in basic accounting
- Minimum two years' work experience or training in office administration duties
- Excellent knowledge of Microsoft Office suite
- Minimum two years' experience in the customer service industry
- Experience working effectively in multi-functional roles
- Strong planning skills, including ability to set and manage deadlines, revenue targets and contract terms
- Commitment and ability to work collaboratively or individually
- Superior communication skills
- Ability and willingness to work across several functional areas of the airport (i.e. facilities, finance, capital projects)

Applicants

Please visit <https://www.vantageairportgroup.com/careers/> to apply

Applications are due by

Friday February 12th, 6pm Mountain Standard Time.

Vantage Airport Group is an industry-leading investor, developer and manager of airports whose global network encompasses a diverse group of assets – currently 10 airports in five countries. More information: www.vantageairportgroup.com