



## Employment Opportunity

### Human Resources Manager

**Competition#:** 4N18-009  
**Wage:** Commensurate with Experience  
**Hours of Work:** Permanent Full-time (40 hours per week)  
**Location:** Whitehorse, Yukon  
**Closing Date:** Wednesday, January 17, 2018 (1700 PST)

Air North, Yukon's Airline is a growing Airline based in Whitehorse, Yukon that offers its employees a top-tier benefits package that includes competitive salaries, extended health and dental, Group RRSP plans and extensive travel perks with various carriers hosted through MyID Travel.

Air North, Yukon's Airline has always taken pride in providing the most authentic Yukon hospitality experience to all its customers. In 2016 Air North, Yukon's Airline was named the second most-loved airline in the world. This is a testament to the dedication and hard work of Air North's employees and the loyalty of their customers. Air North has scheduled service between Whitehorse, Vancouver, Kelowna, Calgary, Edmonton, Ottawa, Yellowknife and Victoria (starting May 2018).

Reporting to the Director, Finance & Administration, as the Human Resources Manager you will be integral to supporting our tightly woven team culture that is focused on customer service excellence. You will be results-oriented, highly organized with strong planning abilities and can coordinate resources and people to meet multiple deadlines and demands. This exciting career opportunity can take your talents and innovative ideas to new levels in our organization.

#### Would you describe yourself as having:

- Thrives on promoting key HR programs and initiatives that create and support a culture of high employee engagement and customer service excellence
- Strong leadership skills, integrity and positivity to inspire others and lead by example to successfully coach and mentor an HR team
- A commitment to health and safety and an ability to design and implement HR company policies and procedures that promote a respectful and healthy work place
- A strong working knowledge of relevant legislation including OHS and WCB processes and best practices
- Ability to develop and maintain competitive compensation standards and benefits plans
- Strong skills and experience to oversee company-wide recruitment, onboarding, training and development and retention programs
- Ability to read and interpret collective agreements and respond to grievances
- Most importantly, you have a good sense of humour and like to have fun

#### Qualifications/Conditions of Employment:

- Degree or Certificate in Human Resources Management and/or equivalent. A CPHR designation is preferred.
- Minimum of 5 years' experience in HR and a minimum of 3 years' in an HR management role combined with well-developed general HR administrative and management skills
- In-depth understanding of Canadian federal, provincial and territorial labour codes and employment standards
- Superior verbal and written communication skills
- Strong judgement and integrity in decision-making and problem-solving
- Strong computer skills with extensive experience in Microsoft Word, Excel and Outlooks is required. Experience or knowledge of ADP Payroll systems is considered an asset.
- Active affiliation with relevant HR networks and organizations and ongoing community involvement is preferred
- Must be able and willing to travel monthly
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

#### How to Apply:

Quoting competition #4N18-009, please submit your resume and cover letter to the Human Resources Department by Wednesday, January 17, 2018 (1700 PST) to:

**Email:** [careers@flyairnorth.com](mailto:careers@flyairnorth.com)  
**In Person:** Air North Office, 150 Condor Road, Whitehorse, Yukon

*We wish to express our appreciation to all applicants for their interest in this position. Due to the substantial volume of applications we receive, only candidates selected for an interview will be contacted. Applicants must clearly indicate that they meet the minimum qualifications to be considered for a position.*

[flyairnorth.com](http://flyairnorth.com)

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