



Employment Opportunity

Document Control/Technical Writer

Competition#: 4N18-014
Wage: Commensurate with Experience
Hours of Work: Permanent Full-time (40 hours per week)
Location: Whitehorse, Yukon
Closing Date: Friday, February 16, 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).

This position will be responsible for creating and writing various types of user documentation, including standard operating procedures, manuals, how-to guides, references, cheat sheets, or instructions. As well as develop, gather, and disseminate technical information between the company and employees. A professional attitude and ability to work in a team environment are key.

Would you describe yourself as having:

- Excellent written/oral communication skills with strong listening skills
- Exceptional organizational, time management and exceptional attention to details skills
- Able to work independently and alongside varying teams
- Able to deal with constant interruptions, distractions, time pressure and concurrent demands
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Additional languages desirable
- Most importantly, a good sense of humour and likes to have fun

Qualifications/Conditions of Employment:

- A minimum of two (2) years of Technical Writing and/or Document Control experience, preferably in an aviation environment
- Computer literate with prior data entry experience
- Experience in implementing document management systems to support physical and electronic environments
- Ability to converse and convey ideas, facts and issues clearly, accurately, coherently and professionally to a diverse project team
- Intermediate to expert proficiency in MS Word, Outlook and Excel and Adobe Acrobat
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

How to Apply:

Quoting competition #4N18-014, please submit your resume and cover letter to the Human Resources Department by Friday, February 16, 2018 (1700 PST) to:

Email: 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

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