



# Employment Opportunity

## Commercial Operations Controller

**Competition #:** 4N24-068  
**Wage:** \$25.00  
**Hours of Work:** Permanent Full-Time  
**Closing Date:** November 5, 2024  
**Location:** Whitehorse, YT

Air North, Yukon's Airline is composed of a team of professional and highly energetic people from around the world. We aspire to be the leading Airline of choice when traveling to or from the Yukon. We are looking for experienced, highly motivated, and talented people who are interested in a unique challenge and opportunity to contribute to the success of our Airline.

The Commercial Operations Controller is responsible for maintaining the commercial duties essential to the Company's operations. Reporting to the Operations Control Center (OCC) Manager, this position is responsible for the coordination of Air North, Yukon's Airline flight crew, flight attendants, maintenance, and aircraft schedule to ensure the overall smooth operation of the Company's fleet. The incumbent will assist with day-to-day support activities and for carrying out specific duties as assigned by the Director of Flight Operations (DFO) or OCC Manager.

### Why work for us?

- Flight benefits – international and domestic for you and your family!
- Get your foot in the door to start a new career in aviation
- Employer paid extended health & dental options
- Group RRSP investment options
- Cargo shipping benefits
- Feeling of being part of the community

### Duties and Responsibilities:

- Maintain flight and crew scheduling systems
- Schedule aircraft
- Identify and resolve any operation issues the company may have
- Tracking Pilot duty hours to ensure compliancy
- Liaise closely with other flight operations teams for optimum performance
- Ensure timely and consistent responses to requests from other departments
- Perform other duties as directed by superiors
- Review and approve time sheets
- Abide by all Company procedures and policies

### Knowledge, Skills and Abilities:

- Exceptional organizational and time management skills to prioritize and manage multiple tasks effectively contribution
- Ability to work well independently and remain productive
- Ability to work efficiently under demanding time constraints
- Excellent oral and written communication skills
- Analytical and problem-solving skills
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Excellent computer skills

### Qualifications/Conditions of Employment

- Minimum Grade 12 diploma or equivalent
- Able to perform all duties under stressful conditions beyond the employee's control
- Adherence to published company protocol
- Efficient and meticulous completion of administrative duties
- Knowledge of aviation industry is an asset
- Must be a Canadian Citizen, Permanent Resident or show proof or right to work in Canada

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

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/CANADA  
1.800.661.0407

PHONE  
867.668.2228

## How to Apply:

Please submit your resume and cover letter quoting competition # 4N24-068 to the Human Resources Department:

Email: [careers@flyairnorth.com](mailto:careers@flyairnorth.com)

*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 qualified candidates selected for an interview will be contacted.*

*Air North is committed to employment equity and welcomes applications from diverse and underrepresented groups. If you require assistance and/or a reasonable accommodation during the application or recruiting process, please contact [careers@flyairnorth.com](mailto:careers@flyairnorth.com).*

*Air North, Yukon's Airline has been serving Yukoners for over 40 years. We offer competitive wages, an attractive benefits package including great travel perks, and an enriching work environment for our 450+ employees.*

