



## Employment Opportunity

### Technical Records Controller

**Competition#:** 4N19-015  
**Wage:** \$22.00 (or commensurate with experience)  
**Hours of Work:** Term Full-time (35 to 40 hours per week) March 2019-February 2020  
**Location:** Whitehorse, Yukon  
**Closing Date:** Wednesday, March 13, 2019 (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.

Critical to the maintenance work of every airline are a group of unsung heroes: the technical records controllers. These individuals are dedicated to maintaining detailed records on every aspect of the fleet, as well as documenting the training or retraining status of the maintenance engineers, and ensuring all aircraft maintenance manuals are up-to-date. Incredible organizational skills are a must in this position, as your role will be integral as you sort a large volume of information and prioritize as necessary, keeping Air North's fleet in the air and its world-class maintenance team's skills at their peak.

Reporting to the Director of Maintenance, or designate, the Tech Records Controller is responsible for entering flight log data and completed aircraft records into WINAIR software; verifying, scanning, and filing flight log sheets and aircraft records; creating and maintaining task cards, task card indexes and maintenance forms; assembling work card packages to carry out maintenance tasks; ordering, revising, distributing and updating aircraft maintenance related manuals; monitoring, issuing, and scheduling maintenance training and updating records; and coordinating travel arrangements for the Maintenance Department.

#### Would you describe yourself as having:

- Effective written and verbal English communication skills
- Exceptional organizational and time management skills
- Strong computer proficiency and aptitude within data entry software programs
- Detail-oriented with a high level of accuracy
- Analytical problem-solving skills
- Experience with log sheets, data entry, and reporting
- Most importantly, a good sense of humour and likes to have fun

#### Qualifications/Conditions of Employment:

- Minimum of one (1) year of experience using computer systems & processes to administrate data, records & information
- Post-secondary education in Business Administration, Information Management, or Mathematics/Statistics would be considered an asset
- Previous Technical Records experience would be considered an asset
- Understanding of maintenance or engineering terminology would be considered an asset
- Previous experience in a data entry/administrative environment would be considered an asset
- Flexible and adaptable – able to work some weekends and early mornings
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

#### How to Apply:

Quoting competition #4N19-015, please submit your resume and cover letter to the Human Resources Department by Wednesday, March 13, 2019 (1700PST):

**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.*

*Air North, Yukon's Airline is committed to employment equity, and 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 500+ employees.*

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

150 Condor Road  
Whitehorse, Yukon  
Y1A 0M7  
Canada

USA/CANADA  
1.800.661.0407

PHONE  
867.668.2228