



## Employment Opportunity

### Safety Coordinator

**Competition#:** 4N19-033  
**Wage:** Commensurate with Experience  
**Hours of Work:** Permanent Full-time (40 hours per week)  
**Location:** Whitehorse, Yukon  
**Closing Date:** Monday, April 22, 2019 (1700 PST)

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.

The Safety Coordinator reports to the Safety Manager and is responsible for assisting with the maintenance of the Safety Management System (SMS) for Air North, Yukon's Airline. This is a dynamic position that will work with other departments to ensure the Company exceeds aviation industry safety standards.

#### Duties and Responsibilities include:

- Conducting training for employees and contract personnel on SMS
- Maintaining & disseminating the SMS, Emergency Response Plan and Safety Awareness Plan
- Assisting with the operation of various safety committees
- Assisting with the day to day operation of the Company's QMS/SMS software
- Investigating and maintaining a database of all accidents, incidents and hazards
- Performing audits
- Collaborating with other departments to develop safety actions
- Developing training modules
- Contributing to the development of policies and procedures as they pertain to SMS

#### Qualifications/Conditions of Employment

- Excellent health and safety awareness
- Knowledge of Canadian Aviation Regulations (CARs)
- Strong computer proficiency and aptitude with data entry software programs
- Minimum Grade 12 diploma or equivalent
- Coursework or diploma in safety-related field an asset
- Aviation safety management experience preferred
- Must be able to successfully complete Transport Canada approved CASO/SMS course
- Must be able to obtain a Transport Canada Restricted Area Identification Card (RAIC)
- Preference will be given to persons with OHS and/or flight operations, flight crew experience
- Must be legally entitled to work in Canada
- Must be willing to relocate to Whitehorse, Yukon, Canada

#### How to Apply

Quoting competition #4N19-033, please submit your resume and cover letter to the Human Resources Department by Monday, April 22, 2019 (1700PST) 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.

*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)

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