

Transport Canada, Penticton Airport Job Opportunity

“Airport Administration Clerk”

The Penticton Airport is owned and operated by Transport Canada which is a department of the federal government. All our positions are defined by a collective bargaining agreements with set pay structures and benefits. I am starting the process in to hire an **“Airport Administration Clerk”** and would like to see if there is any interest from the PIB.

We have a generic job posting out all of B.C. so more information can be found on this link: <https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1800?poster=1790755>

VARIOUS ADMINISTRATIVE SUPPORT POSITIONS - INVENTORY *Amendment* (cfp-psc.gc.ca).

Airport Administration Clerk main job duties would include but is not limited to:

- Delivery of administrative support services in one or more of the following fields: finance, human resources, office management, information management, executive services, procurement, contracting, research support or program/project management.
- Applies and explains administrative policies, procedures and directives related to one or more fields and verifies that these directives are adhered to.
- Manipulates and inputs data and generates documents, reports, correspondence, records, etc.
- Develops filing systems based on predetermined parameters; updates and maintains files.
- Performs administrative duties such as composing correspondence, developing and maintaining B/F and tracking systems, maintaining agendas, making travel arrangements, reception, preparing routine responses to enquiries, bringing urgent issues to the attention of management, distributing mail, ordering and maintaining inventory of supplies and coordinating logistical activities.
- Interacting with the general public by answering phone calls and emails.
- Processing payments
- Taking meeting minutes and notes
- Assisting airport tenants with general inquires
- Participating in the airport safety culture
- Working on Microsoft Works (Excel, Word and Teams)
- Other duties as assigned by the Airport Manager.

The essential qualifications are:

- A secondary school diploma or employer-approved alternatives.
- Proficient in English
- Knowledge of Administrative Processes (word, excel, answer phone calls, taking meeting minutes and notes)

Asset experience would include:

- Post secondary diploma
- Experience in providing administrative support services in Finance or Accounting.
- Experience in providing administrative support services in Human Resources.
- Experience in providing administrative support services in Information Management.
- Experience in managing logistics for meetings/teleconferences, videoconferences or other events.
- Experience in preparing agendas, taking minutes and drafting decision records.
- Experience in the use of a financial/accounting system such as ORACLE.
- Experience in the procurement of goods and services.
- Ability to use software programs to prepare documents, spreadsheets and/or electronic communications (email, MS Teams, etc).
- Selection may be limited to members of the following Employment Equity groups: Aboriginal persons, persons with disabilities, visible minorities, women

Salary Pay Range: \$55,955 to \$60,399

Hours: Mon-Fri 08:00-16:00 (37.5 week) 2 15min paid breaks, 1 30min unpaid lunch

Closing date: 31 May 2024 - 23:59, Pacific Time

Applicants who are interested can email a copy of your resume and cover letter to simon.barbour@tc.gc.ca.

Best regards,

Simon Barbour

Penticton Airport Manager, Programs, Pacific Region

Transport Canada / Government of Canada

simon.barbour@tc.gc.ca / Cell: 250-809-4596 / Office: 250-770-4414

****If any PIB Band member has questions about a career in Aviation or about the Aviation program at BCIT, please contact [Simon Barbour](#), he is also a professor at BCIT and he also knows of some school grant opportunities ****