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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

Airport Manager, Puvirnituk Airport
(Full-time- 2 years contract with possibility of permanency)

Reporting to the Director of the Transportation Department, the Airport Manager ensures safe, effective and efficient management of and operations of the Airport. More specifically, the duties and responsibilities of the Airport Manager include:

- Manages the resources for the day to day operation, safety and serviceability of all airport facilities for the air carriers, general aviation, other tenants and the public;
- Manages the implementation and administration of the airport programs to operate in a safe and secure manner, and remain available to serve as vital link to various remote airports in the region operated by the Transportation Department;
- Conducts the ongoing communications, consultative and promotional activities of the airport including stakeholder engagement;
- Provide leadership, functional direction and support to assigned staff such as the Airport Maintainers, Electrician and Mechanics in the execution of their duties and ensuring understanding of their responsibilities in order to meet the operational and administrative needs of the KRG Transportation Department;
- Ensures that regulations, policies and procedures applicable to airport operations are being followed to maintain compliance;
- Managing the airport emergency response plan, liaise with responding agencies and tenants;
- Work with the Coordinator Regulatory Process to maintain the Safety Management System, setting goals and objectives, investigating Occurrence Reports, completing Corrective Action Plans and providing follow-up status reports on all actions taken;
- Conduct regular inspections of the airports in accordance with applicable regulations, standards, policies and guidelines;
- Review invoices, recommending payment approval and/or following-up with suppliers as necessary;
- Work within the requisition system to complete purchasing requisition and provide follow-up as required;
- Working with the Training Coordinator, identify training needs, assisting in development of training plans and materials;
- Work within the Travel Management System for all travel requirements for assigned staff;
- Review timesheets by validating the information and accuracy prior to sending to payroll;
- Provide support to Coordinators of Operations and Administration in the Transport Department;
- Perform any other duty assigned by the Director as required.

REQUIREMENTS

- University degree or post-secondary diploma in a related field. Equivalent work experience will be considered;
- Minimum of five (5) years of relevant work experience in an airport related field;
- Minimum of two (2) years of employee supervision will be considered an asset;
- Experience with project management and report preparation, preferably in the transportation industry is an asset;
- Knowledge of airport Safety Management System;
- Proven abilities in planning, organizing and problem solving with quality decision making skills;
- Good communication and writing skills in at least two of the following languages: Inuktitut, English or French;
- Proficient knowledge of Microsoft Office software;
- Ability to work independently;
- Work experience in a multicultural environment, preferably in Aboriginal communities, is considered an asset;

Place of work:	Puvirnituk
Salary:	Min $90 231 yearly - Max $124 068 yearly
Other benefits:	Cost of living differential: Minimum of $10 033/year; Food allowance: Minimum of $5 270/year; Annual leave trips: Maximum of 3 per person, annually; RRSP: 6% employer's contribution Group insurance Statutory holidays: 19 days including 10 days during the Christmas holidays Vacation: 30 days/year

Please submit your application to:

Human Resources Department
Kativik Regional Government
P.O.Box 9
Kuujjuaq QC J0M 1C0
FAX: (819) 964-2975
E-mail: humanresources@krg.ca

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.