



Deer Lake Regional Airport is seeking a trusted, enthusiastic and optimistic leader to join our team as ***Director of Corporate Services***

### Who We Are

For more than 60 years, Deer Lake Regional Airport has serviced Western Newfoundland and Labrador with regularly scheduled passenger service to and from destinations in eastern and central Canada, with connections worldwide. We're one of the few airports in the world where you can access three World UNESCO Heritage Sites in one trip! Located just off the Trans-Canada Highway in the heart of Western Newfoundland, every day we welcome travelers of all kinds through our doors. Tourists, business travelers and rotational workers are all greeted with a smile as they connect with adventure, work, family and friends in Western Newfoundland.

### What We're Looking For

As a member of the management team, the Director of Corporate Services is a critical thinker with excellent communication skills, strong leadership abilities and a strong foundation in optimizing processes and operations. This full-time position is responsible for planning, directing, and managing the financial, human resource, and administrative services for the Deer Lake Regional Airport.

### What You Will Do

The Director of Corporate Services works in coordination with the Management Team to ensure the safe, secure and uninterrupted operations of the airport by leading and controlling the human and financial resources required for all programs and services. The Director of Corporate Services is a role model for staff to ensure a respectful work environment.

- Participate as a member of a cohesive, highly productive management team, embracing the mission and strategies of Deer Lake Regional Airport Authority;
- Managing accounting and financial systems and maintaining full and accurate accounting records;
- Preparing various monthly internal reports, including balance sheets, income statements, variance analysis and statement of changes in net assets for distribution to the Management Team, the Finance Committee, and the Board of Directors;
- Administering and monitoring leases, agreements, and contracts with individuals, businesses, tenants and government agencies;
- Coordinating and leading the annual audit process, liaising with external auditors and the Finance Committee of the Board;
- Evaluating the adequacy of existing human resource policies and procedures;
- Managing the payroll and benefits administration;
- Addresses day to day concerns identified by tenants and communicates actions required to the necessary parties within the Management Team;
- Establishes and maintains ongoing Tenant Engagement Survey and follow up initiatives to support positive relationships with tenants;
- Leading the DLRAA Management Collective Bargaining Committee;
- Participating as a member of the DLRAA Management Team for business and strategic planning as well as policy development initiatives.

## Qualifications

- Degree in finance, accounting, business or related field and 5 years management experience in finance/accounting;
- 5 years' experience managing personnel, operational performance (KPIs, deadlines, quality), and group performance (synergy and teamwork);
- Experience optimizing processes and operations;
- Experience planning and organizing work based on volume, resources and priorities;
- A professional accounting designation is an asset.

## What You Thrive On

- Leading with integrity, fairness, and professionalism;
- Communicating effectively both in writing and verbally;
- Critical thinking to analyze, evaluate information and plan to mitigate risk to consistently make informed and clear decisions;
- Attention to detail while being highly organized with an aptitude for prioritization and an ability to multi-task.

## What We Offer

- Engaging workplace - our priority is to create an environment where employees feel valued, respected, connected, and tuned in, we have forward-thinking policies and strategies.
- Career development where you have access to career guidance, tools, resources, and education opportunities for every stage of your career.
- A competitive salary as well as health /dental benefits, and pension plan.

**If you are an enthusiastic individual who has a passion for leadership and quality, have the qualifications, and are prepared to meet the challenges as outlined, apply in strictest confidence today! Competition will close on March 24<sup>th</sup> at 4:00 pm NL time.**

**Contact: Tammy Priddle at [tammypriddle@deerlakeairport.com](mailto:tammypriddle@deerlakeairport.com)**

*We embrace diversity. Individuals that represent a variety of backgrounds, perspectives, and skills are encouraged to apply. We thank all applicants for their interest, however only those candidates being considered for an interview will be contacted. Applicants considered for the position will be subject to a background check. This opportunity is only available for candidates legally entitled to work in Canada.*