



Deer Lake Regional Airport is seeking **One (1) Casual Clerk/Receptionist** to join our team!

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

You thrive on:

- Being part of a collaborative and respectful team;
- Communicating effectively;
- 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.
- Innovative and seeks new ways to complete tasks in an effective and efficient manner.

What You Will Do

The successful candidate in this role will be highly motivated, personable, and exceptionally organized. This successful candidate will be required to perform comprehensive administration tasks and procedures, efficiently assemble/disassemble and interpret data, and prepare high quality reporting for the management team, coordinate and support office services, and assist in logistical requirements for organized events. The successful candidate will also have a thorough understanding of financial procedures such as: purchase orders, accounts payable, accounts receivable, government reporting and remittances, and timesheets and payroll. The incumbent will assume other related duties as assigned.

Qualifications

- Applicants must have experience, certified training and hold a valid certificate in:
 - A diploma in an accredited business administration / office administration program with accounting focus
 - Experience and training in accounting programs and software
 - Experience and training in Microsoft Office Suite of Programs including Word, Excel, Outlook, Powerpoint and Microsoft Teams
 - Minimum 5 years' experience in an office environment.
 - Valid Driver's license.
 - Considerable knowledge of the financial information and Quickbooks accounting software will be considered an asset.
 - Be able to provide a clear criminal record check

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.
- A competitive salary and benefits package in accordance with the Collective Agreement
- Average of 37.5 hours per week, Monday-Friday Schedule

If you are an enthusiastic individual who has a passion for safe airport operations and corresponding reporting, have the qualifications, and are prepared to meet the challenges as outlined, apply in strictest confidence on or before 4:00 pm on April 08, 2024.

**Contact: Ms. Patti Parsons
Director Corporate Services
info@deerlakeairport.com
709-635-3601**

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.