

## Employment Opportunity

With a brand-new terminal building and a track record as the fastest growing airport in the Maritimes over the past decade, the Fredericton International Airport (YFC) connects New Brunswickers with the world. Home to over 20 companies employing more than 300 New Brunswickers, YFC offers flights to Canadian hubs and sun destinations.

More than just a transportation gateway, YFC is an interesting and dynamic place to work, a significant employer and a cornerstone of our region's economic vitality.

The Fredericton International Airport Authority is a not-for-profit corporation that operates and manages the airport's infrastructure. Our dynamic team is focused on improving our community's economic vitality through operating a safe, efficient, modern gateway to our region. We are currently seeking an experienced, bilingual Administrative Assistant to join our team on a full-time basis.

### Summary

<b>Positions:</b>	Administrative Assistant
<b>Wage:</b>	\$32.93/Hr
<b>Terms of Employment:</b>	Permanent Full Time, 37.5 hours per week.
<b>Application deadline:</b>	October 31, 2024

### What we're looking for

The successful candidate will be the first point of contact for members of the public at the airport authority. If you are a bilingual person with a minimum of 5 years' experience and a focus on customer service, this position is ideal for you. We're looking for an organized person who's a team player, problem solver, and proficient in Microsoft Office.

Experience in finance, payroll, and/or monitoring corporate social media accounts is an asset.

### What's in it for you?

YFC has an unwavering commitment to the safety of our employees and travellers, and people are the heart of our organization. We strive to be empathetic, respectful, and inclusive in our relationships as we support travellers, vendors, partners, airlines, and our community.

In addition to a competitive salary, we offer opportunities for continuous learning, a defined contribution pension plan, and medical benefits allowance.

We are an equal opportunity employer focused on ensuring our team fully reflects the diversity of our region and we encourage applications from all qualified candidates.

**Applications must be received at one of the following addresses no later than 4:00 p.m. on October 31, 2024.**

By Mail: Fredericton International Airport Authority  
c/o Human Resources & Administration Manager  
2570 Route 102 Hwy, Unit 22  
Lincoln, New Brunswick E3B 9G1 Canada

By Fax: (506) 460-0938

By Email: [dykep@frederictonairport.ca](mailto:dykep@frederictonairport.ca)

Note: We thank all applicants in advance, however, only those selected for an interview will be contacted.

**Fasten your seatbelts. Together, we're really going places!**