

The District Municipality of Muskoka is currently recruiting for an **Airport Administration Coordinator**



The District of Muskoka is seeking a detail oriented **Administration Coordinator** to join the Airport team on a permanent full-time basis.

Reporting to the Airport CEO, the Administration Coordinator facilitates the office administration operations of the Airport through effective customer service, administration of communication, meetings, records management, work processes, financial and other information as required. This role will provide administrative support, often relating to confidential or sensitive matters, to Airport management as well as the Muskoka Airport Board of Directors.

Major duties of the Airport Administration Coordinator will include, but not limited to:

- Providing administrative support and coordination, confidential correspondence and scheduling, for the Airport CEO, Airport Board of Directors and Airport Staff.
- Acting as the point of customer contact (reception) for all customers, visitors, and tenants of the airport and providing concierge services to Corporate Jet clients. This will also include greeting and responding to public inquiries (in person/ via telephone) and responding to customer concerns and complaints.
- Responsibility for customer service, administrative and financial functions including; maintaining and reconciling a petty cash account, collecting payments from customers, processing payments, data entry, and analysis data for accuracy.
- Researching, compiling data and preparing Committee reports and correspondence
- Recording, reviewing, editing, and distributing agendas and minutes, as well as coordinating meeting rooms; including meetings of the Airport Board
- Assisting in developing and implementing Airport communication strategies, including website and social media updating.
- Assisting with the collection, research and consolidation of information regarding airport operations and any required plans or protocols, including the coordination of inventory control of the aviation fuel supply and delivery equipment

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.

What you will bring to us

We would expect that your strengths will include excellent administrative support, customer service and communication skills with a proven ability to work both independently, as well as a team member. You will have a demonstrated ability to effectively utilize relevant software applications (used to research, analyze and produce relevant documentation/ reports) with a keen attention to detail.



On the practical side, you are a graduate of a two-year post-secondary program in office administration, or equivalent. You will bring to us at least two (2) years of directly related experience in an administrative support field. Given the nature of some of the work this role will be involved in, you will be able to demonstrate to us where you have employed tact and confidentiality in your past work situations.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this non-union staff position is: \$ 44,572 - \$ 52,478

How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

This job is being posted both internally and externally

POSTING CLOSING DATE: Friday, March 13, 2020 @ 12:00 NOON

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.