



**YYJ**

VICTORIA  
INTERNATIONAL  
AIRPORT

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**JOB POSTING**  
**Contracts Administrator**  
Competition No. #2025-05  
**Starting Hourly Rate: \$42.73 (after completion of 6-month probation: \$44.98)**  
**Classification Band 6**

*Victoria International Airport (YYJ) is the 11th busiest airport in Canada and is located on the homelands of the WSÁNEĆ People whose historical relationship to the land continues to this day. YYJ has been rated one of the top ten most-loved airports in the world by CNN Travel and has been named one of BC's Top Employers annually since 2020. Winner of the best regional airport in North America award by Airports Council International in 2012, 2014 and 2020, YYJ provides a safe, secure, sustainable, and efficient airport that creates prosperity for our region by connecting Greater Victoria with the world. Victoria Airport Authority has managed the operations at YYJ on behalf of the surrounding communities since April 1, 1997.*

**Career Opportunity:**

Are you a detail-oriented contracts professional looking to make an impact in a dynamic airport environment? Victoria Airport Authority (VAA) is seeking a **Contracts Administrator** to play a vital role in the efficient and effective administration of a variety of revenue and expense contracts. This position is instrumental in ensuring compliance with our policies, procedures, and our Ground Lease with Transport Canada while contributing to the organization's mission, vision, and values in all aspects of the administration of airport contracts.

As a Contracts Administrator, you will oversee the full contract life cycle, ensuring timely and accurate dissemination of contract information to key stakeholders. You will support the development and implementation of best practices in contract management, working collaboratively with internal teams to optimize processes. Your strong analytical skills, attention to detail, and ability to manage multiple contracts will be essential to success in this role.

This unionized position offers a 37.5-hour work week during regular administrative office hours. Reporting to the Senior Contracts Administrator, tasks are prioritized and assigned to ensure seamless operations. In addition to a competitive salary, this role includes a comprehensive benefits package including a defined benefit pension plan.

If you are an organized and proactive professional with excellent communication and stakeholder management skills, we encourage you to apply and become part of the VAA team.

**Requirements:**

The ideal candidate will have:

***Education & Experience***

- A university degree in business administration, legal administration, or equivalent discipline; and five years of recent, related experience in the past six years\*; OR
- A college diploma in business administration, legal administration, or equivalent discipline; and eight years of recent, related experience in the past ten years\*.

*\*Recent, related experience includes:*

- Contract administration through the full contract life cycle, from file opening to archiving.
- Reviewing and drafting complex contracts, ensuring any applicable regulatory requirements and/or internal policies are adhered to.
- Demonstrated progressive contract management experience in an environment of similar scope.
- Contributing to procurement, request for proposal, and/or tendering processes, from drafting to award.
- Experience with conveyancing and land title matters, and BC Online, is an asset.

**Knowledge of:**

- Contract law and Common Law applicable to commercial leases and licences.
- Contract management best practices throughout contract life cycle.
- Contract drafting and proofreading.
- Procurement and tendering practices and procedures.
- Comprehension and application of legal terminology and business English, including use of correct spelling, grammar, and punctuation.

**Skills and Abilities:**

- Excellent interpersonal skills and the ability to develop and maintain effective working relationships.
- Ability to be tactful, discrete, and exercise excellent judgment; be positive and result oriented.
- Excellent oral and written English communication skills; demonstrated ability to interpret and translate complex language in contracts, legislation, policies and procedures; to write clear, precise contract language; and identify opportunities to improve upon and update boilerplate language.
- Be extremely accurate, analytical and detail oriented; use logic and critical thinking to solve problems, and assess and mitigate risk in negotiating contract revisions
- Ability to create and edit legal documents and reports using software packages; timely and accurate data-entry; and an aptitude and willingness to learn new technology.
- Ability to be curious; research and obtain information; manage and adapt to change; bring innovation to current process and show a continuous improvement mindset.
- Ability to build trust; to demonstrate initiative and work independently within the scope of the role; and be an enthusiastic, reliable, and collaborative team member.

**Required Security Clearance**

- Within six (6) months of hire the Contracts Administrator must obtain and maintain the appropriate level of Airport Security Clearance (RAIC)\*\*

VAA is part of the federally regulated air transportation sector and employees must abide by any potential future federally mandated health measures (e.g. COVID-19 vaccination/booster shots).

An eligibility list to fill future vacancies may be created.

Please refer to the full list of Requirements and Duties as found in the job description on [VAA's website](#).

## **VAA Values**

VAA has an incredibly bright future ahead and its success depends entirely on our team of very talented, dedicated staff. We want to ensure VAA is an environment where our people thrive and is an organization where people are proud to work, where our culture is admired and where career aspirations are fulfilled. At VAA we're proud to be living our Values:

<b>People</b>	We work as a team, supporting and respecting one another to bring out the best in each of us.
<b>Excellence</b>	We lead in safety, quality, and innovation to create exceptional experiences.
<b>Integrity</b>	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
<b>Community</b>	We foster meaningful relationships through service excellence and responsible stewardship.

## **Applications:**

Take your career to new heights – submit your application today! Interested applicants may submit their Cover Letter and Resume quoting Competition #2025-06 by 4:00 pm, Friday, March 21, 2025, by emailing Agilus Work Solutions at [arsenault@agilus.ca](mailto:arsenault@agilus.ca).

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process.

VAA values inclusion and accessibility and is committed to providing reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to take part in the job application or interview process, please contact [humanresources@yyj.ca](mailto:humanresources@yyj.ca).

**Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.**

**We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.**

*\*An equivalent combination of recent, related education and experience may be considered.*

*\*\* The Restricted Area Identification Card (RAIC) is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.*