



**YYJ**

VICTORIA  
INTERNATIONAL  
AIRPORT

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## JOB POSTING

### Administrative Assistant

Competition No. #2025-07

**Starting Hourly Rate: \$35.22 (after completion of 6-month probation: \$37.08)**

**Classification Band 3**

*Victoria International Airport (YYJ) is the 11th busiest airport in Canada and is located on the homelands of the W̱SÁNEĆ 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, 2020 and 2024, 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 highly organized, customer-focused professional who thrives in a fast-paced environment? **Victoria Airport Authority (VAA)** is looking for an energetic and proactive **Administrative Assistant** to join our team! As the first point of contact for visitors and callers, you will play a vital role in creating a welcoming and professional experience while ensuring seamless daily operations. In this role, you'll handle a variety of responsibilities, from managing correspondence and scheduling meetings to organizing corporate events and supporting key initiatives. If you love multitasking, collaborating with diverse teams, and keeping everything running smoothly, this is the perfect opportunity for you!

This unionized position offers a 37.5-hour work week during regular administrative office hours. Reporting to the Manager, Human Resources, the role requires strong organizational skills, excellent communication abilities, and proficiency in Microsoft Office and other administrative tools. In addition to a competitive salary, this role includes a comprehensive benefits package including a defined benefit pension plan.

This is an exciting opportunity for an enthusiastic and motivated administrative professional to contribute to the success of VAA. If you are highly organized, adaptable, and thrive in a collaborative environment, we encourage you to apply and become part of the VAA team.

#### **Requirements:**

The ideal candidate will have:

##### **Key Qualifications:**

- **Education & Experience:** Completion of Grade 12 with some relevant post-secondary education and at least three years of office administration experience in a corporate setting. Equivalent combinations of education and experience may be considered.
- **Skills & Knowledge:**
  - Strong working knowledge of business English, spelling, punctuation, and math.
  - Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint), Adobe, and multi-line phone systems.

- Excellent customer service and interpersonal skills with the ability to communicate effectively in person, via phone, and in writing.
- Highly organized, detail-oriented, and capable of multitasking in a fast-paced environment.
- Ability to prioritize tasks, meet deadlines, and manage multiple requests efficiently.
- A positive, proactive attitude with a strong willingness to assist others.
- The ability to speak French is an asset.
- **Additional Requirements:**
  - A valid Class 5 BC driver's license is required.
  - Must pass and maintain enhanced airport security clearance (RAIC) as a condition of employment.

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).

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

An eligibility list to fill future vacancies may be created.

### 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:

This is an exciting opportunity for a self-starter who loves being at the heart of a dynamic workplace! Interested applicants may submit their Cover Letter and Resume quoting Competition #2025-07 by **4:00 pm, Friday, March 28, 2025** to Agilus Work Solutions [arsenault@agilus.ca](mailto:arsenault@agilus.ca).

VAA is located on the homelands of the WSÁNEĆ 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@vyj.ca](mailto:humanresources@vyj.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.*