

**YYJ****VICTORIA
INTERNATIONAL
AIRPORT**201-1640 Electra Blvd
Sidney, BC, Canada V8L 5V4**T** 250.953.7500
F 250.953.7509**JOB POSTING****Administrative Operations Officer****Competition No. #2025-20****Classification Band 5 - Starting Hourly Rate: \$40.67*
(after completion of 6-month probation: \$42.81*)****Wage rates are subject to the terms of the collective agreement and currently under negotiation*

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, 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:

Victoria Airport Authority (VAA) has an exciting opportunity for an Administrative Operations Officer (AOO) to join our team.

The Administrative Operations Officer plays a vital role in supporting Victoria Airport Authority's operational, safety, and compliance functions. This position provides essential administrative and records management support to the operations team including the Director, Airside Operations and Emergency Service, while helping to ensure compliance with regulatory requirements and the effective flow of information across departments.

With responsibilities spanning work order management, regulatory documentation, occupational health and safety program administration, and stakeholder liaison, the Administrative Operations Officer is central to maintaining the smooth and safe operation of airport services. The role requires strong organizational skills, attention to detail, and the ability to collaborate effectively with internal teams, government agencies, and community stakeholders.

The AOO will report to the Manager, Safety and Regulatory Compliance while also supporting the Director, Airside Operations and Emergency Services. This is a unionized position working at 37.50-hour work week during regular administrative office hours. In addition to a competitive salary, this role includes a comprehensive benefits package including a defined benefit pension plan.

Requirements:

The ideal candidate will have:

Education & Experience

- Post-secondary credentials (certificate, degree or diploma) in a related field - aviation management, business/office administration, records and information management, occupational health and safety; or an equivalent combination of education and directly related experience.

Knowledge:

- Knowledge of work order management.
- Knowledge of Vortex CMS Software.
- Knowledge of financial management, procurement and contract management.

Skills and Abilities:

- Provide administrative, records management, and compliance support to the Manager, Safety and Regulatory Compliance and the operations team.
- Maintain and support key airport systems (e.g., AMRS, AIRS, Vault, Noise, Power BI) and act as the resident user expert for operations staff.
- Support and coordinate VAA's Occupational Health and Safety (OHS) Program, including document control, inspections, incident reporting, and committee administration.
- Compile, track, and distribute critical operational reports (e.g., AMRS, noise reports, NOTAMs) and ensure accuracy of aeronautical publications.
- Liaise with stakeholders, regulators, and community members, including managing noise inquiries and preparing data for Noise Committee meetings.
- Excellent customer service and interpersonal skills with the ability to communicate effectively, both orally and in writing, with internal and external stakeholders.
- Strong organizational skills with the ability to work under deadlines, manage conflicting demands, and maintain attention to detail.
- Proficiency with computer applications, including advanced Excel and database management, with an aptitude and willingness to learn new technology.

Required Security Clearance

- Within six (6) months of hire the successful candidate must obtain and maintain the appropriate level of Airport Security Clearance (RAIC) and the following:
 - Airside Vehicle Operator Permit (AVOP) D Class.
 - Radio Operator's Certificate – Aeronautical.
 - ISO9001 Auditor for Quality Management Systems

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:

People	We work as a team, supporting and respecting one another to bring out the best in each of us.
Excellence	We lead in safety, quality, and innovation to create exceptional experiences.
Integrity	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
Community	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 #2025-20 by **4:00 pm, Wednesday October 15, 2025** by following this link: https://easyapply.co/job/administrative-operations-officer?rcid=vaa_careers_page .

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 .

Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Eligibility to work in Canada and the ability to maintain airport security clearance (RAIC) are essential.

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