ADMINISTRATIVE ASSISTANT – ENVIRONMENT & TECHNICAL DATA (STUDENT)

STUDENT POSITION – AS EARLY AS MAY 2025 UNTIL END OF AUGUST 2025

YQR
REGINA INTERNATIONAL ™

Regina Airport Authority requires a student, for the position of Administrative Assistant – Environment and Technical Data. The Administrative Assistant – Environment and Technical Data (Student) learns new skills and aids and performs a variety of tasks within the Environment and Technical Data area of the organization.

RESPONSIBILITIES

- Learn and abide by Corporate Policy relevant to student program and position.
- Support document management by updating files and folders to comply with RAA's filing standards.
- Aid in the management of the technical data library by digitizing documents.
- Assist with utilizing technology to associate maps with digital data for survey plans.
- Provide support in AutoCAD drawing tasks and help organize and interpret drawings.
- Provide support in GIS development tasks.
- Assist with updating the asset management system.
- Assist with water sampling procedures.
- Support spill response and reporting activities.
- Assist with updating the environment risk matrix.
- Understand and comply with relevant Corporate Policies and Procedures.
- Other duties as assigned.

EDUCATION AND PROFESSIONAL EXPERIENCE

- Completion of high school (or equivalent) and enrolled full-time in an accredited post-secondary institution for the upcoming fall semester in a related field such as Geographic Information Science, Civil Engineering Technology, Environmental Engineering Technology or Environmental Sciences; proof of attendance may be required.

REQUIREMENTS

All requirements are considered at a learning level appropriate to a student.

- Knowledge of file organization, naming conventions, and digital filing systems.
- Ability to manage files, data, and documents with accuracy.
- Familiarity with scanning and converting physical documents into digital formats.
- Exposure to technical tools and systems, such as AutoCAD, GIS software, or environmental monitoring techniques is desired.
- Experience with surveying tools or methods is desired.
- Awareness and commitment to a healthy and safe working environment.
- Good working knowledge of Microsoft based applications.

RATE OF PAY

- Rate of Pay: $17.00 - $23.00 per hour.

CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted. A clear pre-employment National Criminal Record through Regina Airport Authority's background screening process.

OUR MISSION

To be an engine of economic activity and social connectivity through air travel.

OUR VISION

To be Saskatchewan's best airport experience.

WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

HOW TO APPLY

Submit your resume and cover letter in confidence on or before April 21, 2025, by emailing hr@yqr.ca and quoting the position you are applying for in the subject line.

We thank all applicants for their interest however, only shortlisted candidates will be contacted.