

Careers at the Greater Moncton International Airport Authority (GMIAA)

Airport Operations Specialist (AOS)

Performs manual work and operates standard and specialized apparatus to provide airport airside & groundside maintenance and airport emergency response services (ERS).

Firefighter

Responsible for operating standard and specialized apparatus to combat aircraft fires and is responsible for equipment on emergency response operations. Work includes performing fire suppression activities, assisting in evacuation and rescue duties, and performing routine maintenance of firefighting and rescue equipment.

Airfield Specialist

Responsible for maintenance of runways and taxiways to ensure safe operations for aircraft and vehicles on both the airside and groundside. Duties include performing ground maintenance, inspecting and evaluating runways, taxiways/aprons and conducting tests to determine runway breaking capabilities, the presence of foreign object debris, wildlife and the condition of airfield lighting.

Fleet Technician (Heavy Duty Mechanic)

Works as part of a team to repair and maintain the Airport snow removal equipment and fleet. This position is responsible for maintaining various heavy equipment to ensure safe and available runways and surfaces throughout the airport.

Electrician

Working with a team to ensure the operation and maintenance of all electrical systems of the GMIAA facilities. Key systems include but are not limited to, airfield lighting, power distribution equipment, generators, UPS, building related equipment and lighting, baggage conveyor systems, aircraft loading bridges, parking equipment, etc.

Building Maintenance

Working with a team to ensure the operation and maintenance of a variety of mechanical and building related systems of the GMIAA facilities. Key systems include but are not limited to, HVAC, baggage conveyor system, aircraft loading bridges, glycol management system, doors, and hardware, building envelopes, flooring, walls, etc. The mechanical maintenance technician also ensures the maintenance and certification of building life safety systems including elevators, fire alarms and sprinkler systems.

Operations Coordinator

Responsible for providing a variety of operational support, records management and administrative support services to the members of the Operations team. Key responsibilities include administering and maintaining the airport's various regulatory management systems, internal audit program, licensing programs, training programs and various manuals, policies and procedures.

Engineering Project Coordinator

Works with the airport operations team to ensure the successful completion of capital and operational projects, including construction of new infrastructure and upgrades to existing infrastructure. They also support the operations team in maintaining regulatory compliance by being knowledgeable about airport codes and standards and verifying them against projects.

Environmental and Regulatory Specialist

Responsible for the implementation and maintenance of the airport's regulatory management system to ensure that GMIAA manages key environmental, safety and security obligations and regulatory requirements. These obligations pertain to various aspects of airport operations and activities including Safety, Security, Environment, and Carbon Reduction. Also responsible for coordination and training of the internal audit team.

Operations Accountant

Responsible for financial aspects of parking, invoicing and reporting non-aeronautical revenue, reconciling bank accounts on a monthly basis, maintaining general ledger accounts, and processing journal entries.

Financial Accountant

Responsible for financial analysis which may include accounting, auditing, and other periodic reports. Duties include preparation of forecasts and budgets, analysis, and preparation of financial statements, posting cash receipts, preparing deposits, maintaining general ledger accounts, and processing journal entries.

Payroll & Operations Accountant

Responsible for general accounting, processing purchase orders, processing account payments, maintaining general ledger accounts, processing journal entries, assisting with variance analysis and performing account reconciliations as assigned. Responsible for certain tasks for invoicing and reporting of revenue. Additionally, this role is responsible for the overall development, coordination and administration of the employee payroll and benefits functions.

Marketing Coordinator

Supports the Commercial Development team and is responsible for coordination of marketing, social media, stakeholder, volunteer, and tenant related initiatives. A strong focus on customer experience, promoting the airport in the community, and providing support to the airport's tenants and partners.

Senior Communications Specialist

Responsible for corporate communication initiatives and activities and is the primary media liaison for the Airport Authority. Oversee the official languages file, maintain corporate brand standards and lead airport signage and messaging on all platforms, physical signage, website and social media. In addition, implement GMIAA's social media strategy and play an active role in stakeholder engagement and marketing efforts with responsibility for the customer comment and complaint process.

Business Development Specialist

Key responsibilities include growing revenue by identifying and capitalizing on growth opportunities including air cargo and passenger services, non-aeronautical revenue, and land development. This includes collaborating with prospective and potential airlines to expand routes and optimize services and data analysis, providing actionable insights to inform decision-making, assess performance, and identify emerging trends across all focus areas.

Administrative Assistant

Key responsibilities include managing incoming and outgoing correspondence, arranging and recording minutes for board and organizational committee meetings, and coordinating the schedules of the President, CEO, and board members, including travel arrangements and maintain office records.

In addition to these exciting roles, GMIAA also offers various leadership positions. such as Operations Manager, Airside Operations Manager, Emergency Response Manager, Terminal Operations Manager and Human Resources Manager.

Please visit our careers page on our website at www.cyqm.ca to view our current openings.