



# Become our General Manager of Airports – Northern Region

## Who we are

The Loomex Group is a North American group of companies that provides a wide range of services out of four main divisions: aviation and aerospace, infrastructure and asset management, education and compliance, and emergency management.

## About the role

We are seeking a general manager for our northern airport operations. This position will help support airport management, operations, safety, and compliance initiatives.

The general manager will also support The Loomex Group's director of airports with human resource duties, finance, quality assurance, policy management, customer relations, technology and equipment management, and assisting our teams in the northern region.

The ideal candidate for this role will have experience as a senior manager and a strong background in customer relations, airport management, contract management, process improvement, and performance management. The ideal candidate will also have a proven ability to manage multiple projects, navigate ambiguity, adapt to change, and recognize opportunities.

As the manager of several airports in Northern Ontario, the incumbent will facilitate customer relations, provide leadership, create regular reports, and offer recommendations to improve The Loomex Group's northern airports.

The general manager will also provide corporate expertise on the CARs and TP 312 and help implement the regional work plan.



This role requires the incumbent to live in or relocate to **Northern Ontario.**

All the benefits  
you're looking for  
in your career.



Health & wellness programs



Collaborative & inclusive culture



Learning & development opportunities



Attractive compensation



Career guidance

# What you'll do

The general manager's duties and responsibilities will include the following:

## Leadership and Customer Service

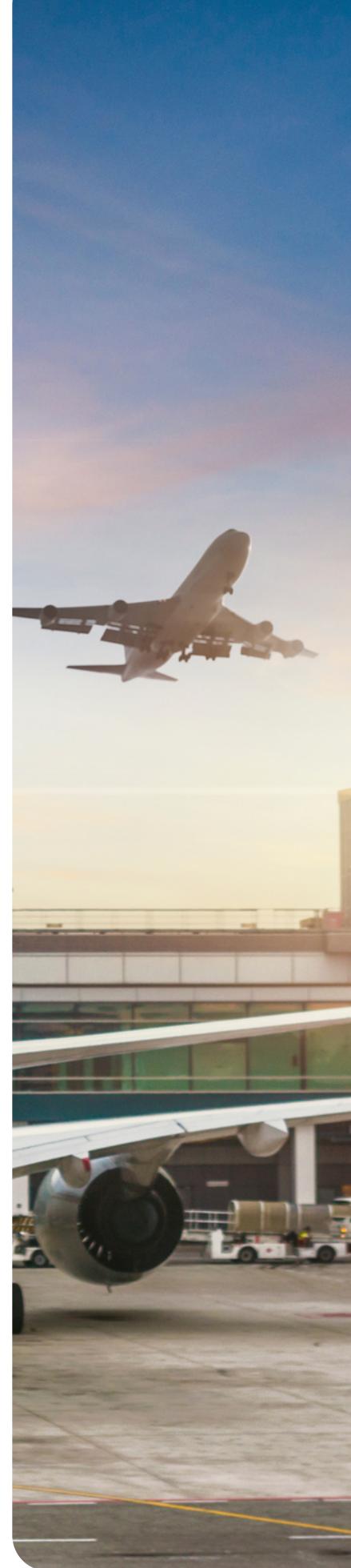
- Uphold the vision of the Airport Division by representing your team with the highest degree of integrity and professionalism
- Supervise the training and development of airport managers, providing operational support and guidance as needed
- Coordinate and oversee training activities at airports, including delivering modules and conducting courses
- Develop and implement efficient, cost-effective managerial and operational practices to meet current and future client needs
- Develop and maintain exceptional client relations by understanding the needs, positions, and interests of the airports and their stakeholders
- Perform all duties in a collaborative manner and ask for advice as appropriate

## Equipment and Infrastructure

- Develop and maintain life cycle maintenance records of airport equipment and fleet
- Lead procurement initiatives to acquire new equipment and resources
- Lead construction and infrastructure projects, such as runway lighting installation and hangar construction
- Lead projects designed to improve and maintain compliance with the CARs
- Implement new software, processes, or technologies to streamline airport operations and administration as required

## Strategy and Procedure

- Assist airport managers with administrating wildlife management plans, emergency response plans, inspection programs, safety management systems, and airport operational policies and procedures
- Support and oversee corrective action plans
- Liaise with governing bodies and support compliance inspections
- Write and revise technical manuals, general and ministerial correspondence (such as position papers), briefing notes, and executive summaries
- Maintain an understanding of the CARs, TP 312, and other regulations that govern airport manuals, policies, and procedures
- Participate in projects to support The Loomex Group's initiatives and the ever-changing aviation industry and market
- Assist The Loomex Group's corporate services, finance, human resources, and marketing divisions as required



## Working conditions

This role's duties will be performed both indoors (in an office setting) and outdoors (in the conditions normally encountered in airport operations). The physical demands are moderate and primarily consist of driving, sitting, standing, and walking.

The Loomex Group has multiple offices across Canada. Depending on business needs and financial requirements, the incumbent may be transferred or requested to travel to another location. In the event of a transfer, the incumbent will receive advanced notice to support a successful transition.

## What you'll bring to the table

- Must live in or be willing to locate to Northern Ontario
- 7 to 10 years as an airport manager
- Minimum of 5 years experience auditing airports
- Minimum of 5 years experience in a leadership role with a proven record of success
- Effective communication and strong presentation skills
- Experience supporting client leaders across multiple levels, from entry-level positions to top-level executives
- Ability to work independently, think creatively, and problems solve
- Ability to ensure both you and your team complete deliverables within work hours
- Knowledge of health and safety regulations and practices
- Knowledge of the CARs, TP 312, and other airport legislation
- Proficiency with Microsoft Office, particularly Microsoft Word, Excel, and PowerPoint software
- Post-secondary degree in a relevant discipline
- Valid G driver's license and a clean driver's abstract
- Valid level 2 criminal record check

## Qualifications considered an asset

- Bilingualism (English and French)
- Valid pilot license
- Knowledge of project management
- Proficiency in Asana
- Current training in CPR and first aid
- Knowledge of municipal policies and processes



### Interested in adding your talents to our team?



Please email your resume and cover letter to [hr@loomex.ca](mailto:hr@loomex.ca).



We are accepting applications until **June 5, 2023**.



This role requires travel to support northern operations.

If you have any questions or require additional details about this position, please reach out to [hr@loomex.ca](mailto:hr@loomex.ca).

*The Loomex Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, provincial, or local laws.*