



Saskatoon Airport

SUMMER STUDENT – MARKETING ASSISTANT

Work Term: April 29th to August 30, 2019

Reporting to the Manager, Terminal Services, the Marketing Assistant will offer support in a variety of areas in marketing, business development and customer service.

Hours of work: Monday to Friday, 8:00 am to 4:30 pm

Typical tasks in each of these areas include:

1. Marketing Support for the Promotion of Airport Products & Services:
 - To assist with website content management and updates
 - To assist with social media posts and monitoring
 - To assist with creation and deployment of tactical marketing initiatives
 - To assist with communications around 2019 construction
2. Volunteer Airport Ambassador Program Assistance:
 - To review and send out Ambassador newsletter
 - Support program development
 - Help develop and implement a revised recruitment plan
3. Service Quality Support:
 - To assist in event planning as required
 - Support the Service Quality Survey program
4. Terminal Services Support:
 - Develop new signage and wayfinding as needed
 - Assist in Official Languages auditing and improvements
5. Business Development Support
 - To research business development opportunities as assigned
 - To compile content for presentations
 - Build reports based on data analysis
6. Other tasks as assigns

Skills, Abilities & Qualifications:

Ideal candidate is currently engaged in full time post-secondary studies and registered to return to full time studies in the fall of 2019 working towards their Marketing, Graphic Design, or Business related degree / diploma. They have completed at least two years of studies and have an appropriate level of experience to work with minimal supervision.

In addition:

- Experience in graphic design and proficient in Adobe Creative Suite a strong asset
- Social media savvy across multiple platforms (Facebook, Instagram, Twitter, YouTube, etc.)
- Proficient in Microsoft Office applications
- Adapts easily to a fast paced, team environment
- Ability to exercise initiative, discretion, confidentiality and sensitivity
- Positive attitude and strong desire to learn
- Ability to organize and schedule work to meet deadlines
- Ability to communicate effectively, express ideas and concepts in oral and written form
- Ability to communicate in both official languages an asset
- Ability to perform in accordance with Skyxe's Corporate Code of Conduct
- Possession of, or an ability to obtain and maintain a Transportation Security Clearance

HOW TO APPLY

Like what you see and think you have what it takes to join the Skyxe Team

Qualified Candidates are asked to forward resumes by
March 29, 2019

To Pam Oakenfold,
Human Resources
Administrator

Suite 1
2625 Airport Drive
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We thank all applicants for their interest, but only those selected for an interview will be contacted.