

# RAMP SERVICE AGENT

VANCOUVER/RICHMOND, BC



## Overview

The Successful applicant will take direction from the Station Manager and Lead Agent-Ramp Services. As Ramp Service Agents have considerable interaction with Helijet clientele, both in the cargo office and on the Ramp, it is expected that the individual work as a team member not just within Ramp Services but with all other Department staff. The individual is to ensure that our standard of service and level of professionalism consistently meet or exceed the needs of our customers. Ramp Agents are also expected to focus on Helijet's core value of Safety in all aspects of their position.

## Duties and Responsibilities

The position involves but is not limited to the following duties:

- Board, deplane and safely escort passengers to and from aircraft
- Fuel Aircraft
- Complete cargo waybills
- Load and Unload baggage and cargo
- Drive passengers in Helijet Courtesy Shuttle Vans
- Maintain cleanliness and perform maintenance at terminals
- Answer incoming phone and radio calls regarding operations and cargo
- Maintain a productive working relationship with all other departments

## Qualifications

The successful candidate should have:

- Experience servicing rotary wing aircraft
- Class 4 unrestricted drivers license
- Level 1 First Aid
- Restricted Radio Telephone Operators Certificate
- WHMIS Training
- Fire Extinguisher Training
- The ability to work a flexible schedule
- Excellent communication skills to deal with both internal and external customers

## Transportation

Due to minimal public transportation to the area, alternate methods of transportation are an asset.

## Ramp Service Agent

### CLOSING DATE:

August 31, 2017

### LOCATION:

Helijet International Inc  
Richmond-YVR Office &  
Vancouver Harbour - CXH

### STATUS:

Hourly - 20 hours / week

### REMUNERATION:

Salary commensurate with  
experience + benefits

### Apply with Resume & Cover Letter to:

Director – Client Relations  
Helijet International Inc.  
5911 Airport Road South  
Richmond, BC V7B 1B5

Email: [careers@helijet.com](mailto:careers@helijet.com)

Please - No Phone Calls

*Helijet is an equal opportunity employer*