

AGENT, FLIGHT OPERATIONS

RICHMOND, BRITISH COLUMBIA



Overview

Helijet International Inc. is accepting expressions of interest from Flight Operations Agents. Everyday Helijet safely carries hundreds of passengers throughout our system on Helicopters and Airplanes in all parts of North America. Flight Operations Agents help plan and monitor flights, provide up to date information to aircraft in flight and coordinate efforts when things don't go as planned.

The on-duty Flight Operations Agent is the point of contact for Flight Operations Management, Passenger Payload, Flight Crews and Maintenance. It is expected that the individual will work as a team member in conjunction with Payload, Maintenance, Flight crew, and Operational Management to provide cohesive co-ordination of daily operations. The position requires shift work, weekends, and holidays to cover the company Scheduled Operations.

The individual will be expected to have participation into all related policies and procedural development in existing and new Transport Canada regulatory areas such as SMS and Quality Assurance.

Duties & Responsibilities

- Flight following of all Company Aircraft
- Co-ordination of Aircraft and crews to meet the daily flying requirement
- Co-ordination with Maintenance for specific flying requirements
- "Irregular Operations" planning and execution in conjunction with Payload
- Provision of weather briefing packages for aircrew
- Co-ordination of flight plans with ATC
- Maintenance of air navigation publications, manuals and subscriptions
- Preparation and dissemination of charter information
- Aircraft flight log & flight crew duty data entry and report generation
- Flight operations opening and closing procedures
- Tracking and monitoring of Flight and Duty Times for aircrew
- Administration of Fatigue Risk Management Systems
- Assist in Flight Crew roster management

Qualifications

- Dispatcher License, equivalent experience or Commercial Pilot License
- Restricted Radio Telephone Operators Certificate
- Organizational ability
- Excellent communication and interpersonal skills
- Excellent command of English both written and oral
- Working knowledge of MS Word, Excel, Outlook
- Ability to successfully complete training to use Company software, along with 3rd party Flight Tracking and Planning Software

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CLOSING DATE:

November 3, 2017

LOCATION:

Helijet International Inc
Richmond-YVR Office

STATUS:

Full-Time, 7 day operation
40 hours / week

REMUNERATION:

Monthly Salary commensurate with experience + health benefits plan + flight privileges

Helijet is an equal opportunity employer

Apply with Resume & Cover Letter to:

Director of Flight Operations
Helijet International Inc.
5911 Airport Road South
Richmond, BC V7B 1B5

Email:
bmccormick@helijet.com

Please - No Phone Calls