

# RAMP SERVICES

VANCOUVER/RICHMOND, BC



## Overview

The Successful applicant will take direction from the Station Manager and Coordinator-Ramp Services. As Ramp Services personnel 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 Departments. The individual is to ensure that our standard of service and level of professionalism consistently meet or exceed the needs of our customers. Ramp Services employees 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
- Maintain safe, clean and secure ramps and operations
- Fuel Aircraft
- Complete cargo waybills
- Abide by emergency response procedures when/if critical events occur
- Load and Unload baggage and cargo
- This is a physical job. There is extensive and constant standing, walking, lifting, carrying, stretching, pinching, pushing, pulling, bending, crawling, climbing, twisting, etc.
- 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

Training is provided but the following qualifications are considered an asset:

- Experience servicing rotary wing aircraft
- Class 4 unrestricted driver's license
- Level 1 First Aid
- Restricted Radio Telephone Operators Certificate
- WHMIS Training
- Dangerous Goods
- 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. Employee parking is provided at terminals.

## Ramp Services

### CLOSING DATE:

open until position is filled

### LOCATION:

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

### STATUS:

Hourly – up to 40 hours / week  
including weekends &  
holidays

### 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*