

# FLIGHT FOLLOWING

## within Flight Operations Dept.

### RICHMOND, BRITISH COLUMBIA



#### Overview

Helijet International Inc. is accepting resumes for the position of Agent, Flight Operations from internal and external applicants. 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 Agent, Flight Operations 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 these operational departments to provide cohesive co-ordination of daily operations. The position requires shift work, weekends, and holidays to cover the Company Scheduled Operations. Reliable transportation required due to limited Transit options.

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
- Organization 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 digital or hardcopy for aircrew
- Preparation of flight plans with ATC
- Maintenance of air navigation publications, manuals and subscriptions
- Preparation and dissemination of FW & RW charter information
- Aircraft flight log & flight crew duty data entry and report generation
- Flight operations opening and closing procedures
- Administration of Fatigue Risk Management Systems
- Assist in Flight Crew roster time management

#### Qualifications

- Must be legally entitled to work in Canada
- Must be fully vaccinated (2 weeks past second vaccine) against Covid-19 by any of the Canadian approved vaccines.
- Certified Aviation Training course, Commercial Pilot Licence, or equivalent experience.
- Restricted Radio Telephone Operators Certificate.
- Organizational ability/multi-tasking skills.
- Excellent command of English both written and oral.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and deadlines.
- Working knowledge of MS Word, Excel, Outlook.
- Ability to successfully complete training using Company software, along with 3<sup>rd</sup> party Flight Tracking and Planning Software.

## AGENT, FLIGHT OPERATIONS

**CLOSING DATE:**  
Open until filled

**LOCATION:**  
Helijet International Inc  
Richmond-YVR Office

**STATUS:**  
Permanent Full-Time (30-40  
hours per week)

**REMUNERATION:**  
Salary or Hourly with  
comprehensive health benefits  
package, RRSP Matching & flight  
privileges.

*Helijet is an equal opportunity  
employer*

**Apply by email with  
Resume & Cover Letter,  
subject line: Flt Ops**

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

*No Phone Calls please*