



## CHARTER COORDINATOR – AIR MEDICAL & CORPORATE

<b>Start Date:</b>	February 15, 2016	<b>Position:</b>	<i>Charter Coordinator</i>
<b>Location:</b>	Richmond, B.C.	<b>Status:</b>	Permanent - Full Time
<b>Work Shift:</b>	As required-flexibility required	<b>Benefits:</b>	Salary, Extended Health & Dental, STD, LTD, Life Insurance, Travel Privileges

**Overview:**

### ***Charter Coordinator – Air Medical & Corporate***

**Duties & Responsibilities:**

The successful candidate will take direction from and report to the **Director of Fights Operations & Safety**. The candidate will also work closely and take selected direction from Helijet’s Fixed Wing Chief Pilot along with Helijet’s business Partner: Executive Air Ambulance (EAA) representatives. The Charter Coordinator responsibilities as outlined; define the primary responsibilities of the position, although are not limited to:

*The Position relates to all of Helijet’s Fixed Wing operations only, with expandability into Rotary-Wing charters, when further reviewed by Management and the selected Candidate.*

- Receive all initial customer quote requests and/or inquiries with follow-up on developing “**time-sensitive**” charter quotations for submission to the reporting Manager and/or EAA representative, as directed.
- Develop, maintain, and update flight trip Itinerary, with distribution to Helijet Flight Operations, respective Managers and EAA, as required.
- Organize, co-ordinate & establish aircraft availability, flight crew resources, medical staff and family members onboard for approved charters, in communication and consultation with respective Departments ie: Maintenance, Flight Dispatch, and EAA.
- Assist with co-ordination and planning of EAA’s commercial escort missions.
- Co-ordinate and establish all necessary documentation for domestic, cross-border and/or transoceanic operational flights.
- Establish, negotiate, and co-ordinate aircraft flight planning requirements with Helijet’s international travel Vendors: eg; Colt International, Universal
- Assist Helijet’s Flight Dispatch Centre with flight following tasking of Fixed Wing aircraft, as/when required.
- Co-ordinate and establish all necessary customer and flight crew pre, en-route & post flight requirements/requests eg: commissary, meals & hotel accommodation, ground transport.
- Co-ordinate, arrange and establish all necessary aircraft and flight crew requirements at en-route port of entry airports. eg: FBO requirements, aircraft re-fueling, aircraft ground handling, de-icing and hangar overnight requirements.
- Maintain and administer all quotations, if/when changes are required thru to flight mission completion.
- Administratively manage, all completed Flight Charter Reports and deliverables to Helijet Accounting, for final billing to EAA.



**Qualifications:**

The Charter Coordinator shall:

- Have a professional demeanor and display strong communication skills, with an excellent command of English - both oral and written.
- Be proficient in Word, Excel, Outlook and other related Company software programs.
- Be proficient in charter pricing/quoting software programs.
- A strong knowledge of Transport Canada's Civil Aviation Regulations
- Be experienced and proficient in technical writing.
- Successfully complete all Company exams on; the Company Operations/Training Manuals, Flight Standards and Transport Canada Regulations.
- Be willing and available to accept after hours communication and quoting requirements.
- Previous Flight Dispatch experience an asset
- Be able to secure a YVR Restricted Area Identification Card for airside access to aircraft

**Applicants Contact:**

Resumes with a covering letter will be accepted up to February 09, 2016 and may be delivered or emailed to: Helijet International Inc. Attn: Ted Houston-Director of Flight Operations & Safety Email: [thouston@helijet.com](mailto:thouston@helijet.com) or Karen Sabourin – Director – Human Resources Email; [ksabourin@helijet.com](mailto:ksabourin@helijet.com)  
5911 Airport Road South, Richmond, British Columbia V7B 1B5

**HELIJET IS AN EQUAL OPPORTUNITY EMPLOYER**