

# RAMP SERVICES

VICTORIA, BC



## Overview

A cornerstone of Helijet's Flight Operations and Customer Service, Ramp Services Team Members take direction from the Station Manager and Coordinator-Ramp Services. Having considerable interaction with Helijet cargo clientele and passengers, as well as working closely with Passenger Service Agents and Pilots, your ability to communicate and work in a busy team environment is an asset to ensure that Helijet's standard of service and level of professionalism meets or exceeds expectations. Helijet's core value of Safety is also a focus for all Ramp Services employees.

## 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
- Drive passengers in Helijet Courtesy Shuttle Vans
- Maintain cleanliness and perform maintenance at terminals
- Answer incoming telephone and radio calls regarding operations and cargo
- Maintain a productive working relationship with all other departments
- A Ramp Services shift can be very physical, with extensive movement and activity throughout. Candidates must be able to be on their feet for much of the shift, and be able to lift a minimum of 23kg/50lbs or more.

## 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 including weekends & holidays
- 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  
Victoria Harbour - YWH

### STATUS:

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

### REMUNERATION:

Starting range \$20-22/hour  
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*