

Are you ready to be at the heart of the action in a fast-paced, ever-changing environment? As part of our **Aircrew Scheduling team**, you'll play a key role in keeping our operations running smoothly while working alongside a **friendly, supportive team**. Every day brings **new challenges and opportunities**, making this the perfect role for someone who thrives in a dynamic setting.

At Harbour Air, we're a **growing, innovative company** that values **team spirit, efficiency, and integrity**. With opportunities for **career growth and development**, this is more than just a job — it's a chance to be part of something exciting. If you love problem-solving, thinking on your feet, and making a real impact, we want to hear from you!

Come help us keep Canada's largest seaplane airline soaring! 

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|----------------------|--|
| WORK HOURS: | Monday to Friday |
| LOCATION: | British Columbia (Vancouver/Richmond) |
| TERM: | Full Time Regular |
| DEPARTMENT: | Operations |
| REPORTING: | Chief Pilot |
| COMPENSATION | Competitive wage, flight perks (including confirmed flights, buddy passes and global inter-airline partnerships), |
| AND BENEFITS: | Comprehensive employee benefit programs, discounts at local restaurants and partner organizations, staff events and much more! |

Position Summary

The **Aircrew Scheduling Coordinator** is responsible for developing, optimizing, and managing pilot schedules to support efficient operations, ensure regulatory compliance, and maintain full flight coverage. This role requires balancing operational requirements with employee well-being while adhering to industry standards and company policies, including fatigue management and duty-hour regulations.

Responsibilities and Expectations

Key responsibilities include:

- ✓ **Develop and Maintain Pilot Schedules** – Create and publish schedules that align with flight operations, ensuring efficient pilot utilization while meeting operational demands.
- ✓ **Ensure Regulatory Compliance** – Adhere to Transport Canada regulations, including duty hours, rest periods, and fatigue management, while maintaining compliance with company policies.
- ✓ **Manage Vacation and Reserve Coverage** – Oversee pilot vacation requests and coordinate reserve crew scheduling to minimize disruptions and ensure adequate coverage during peak periods.
- ✓ **Handle Scheduling Adjustments and Disruptions** – Identify and resolve scheduling gaps, last-minute disruptions, and operational challenges with minimal impact on flight operations.
- ✓ **Collaborate with Key Stakeholders** – Work closely with Flight Operations, the Chief Pilot office, OCC, and Network & Revenue Management to address staffing needs, training, and operational adjustments.
- ✓ **Forecast Crew Staffing Needs** – Analyze historical data, demand forecasts, and seasonal trends to plan future staffing requirements and support recruitment strategies.
- ✓ **Optimize Scheduling for Efficiency** – Develop schedules that balance on-time performance, cost efficiency, and crew workload, while considering factors like weather, passenger demand, and asset utilization.
- ✓ **Monitor and Report on Crew Utilization** – Track crew utilization rates, schedule effectiveness, and operational efficiency, providing leadership with data-driven insights for improvement.
- ✓ **Process Payroll and Administrative Tasks** – Ensure accurate and timely submission of bi-weekly payroll in ADP and maintain scheduling records.
- ✓ **Stay Informed on Industry and Policy Changes** – Keep up to date with changes in legislation, pilot agreements, and operational guidelines to adapt scheduling practices accordingly.

- ✓ Other duties as assigned.

Qualifications/Assets

- Strong knowledge of Transport Canada regulations (duty hours, rest periods, fatigue management) and experience applying these in the workplace.
- Knowledge of Booking Agent or similar software would be preferred.
- Understanding of airline operations, flight scheduling, and crew resource management.
- Analytical and Problem-Solving Skills – Ability to anticipate disruptions and develop proactive scheduling solutions.
- Decision-Making Under Pressure – Quickly adjusting schedules to minimize operational impact.
- Communication and Collaboration – Effectively communicating and coordinating with pilots, Flight Operations, OCC, Maintenance and leadership.
- Attention to Detail – Ensuring compliance, accuracy in scheduling, and adherence to policies.
- Adaptability and Flexibility – Handling last-minute changes and working in a fast-paced environment.
- Previous exposure to high-pressure operational environments requiring real-time decision-making.
- Familiarity with pilot agreements impacting scheduling.
- Willingness to go above and beyond

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting 25-03 # - Aircrew Scheduler Coordinator. **“Please state your expected salary range in your cover letter”.**

DEADLINE: Open until filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodation in relation to the job selection process is available upon request. If you require any accommodation, please email us and we'll work with you to meet your accessibility needs.

