

# NOW HIRING!



## Pitt Meadows Base Supervisor (YPK)

With a focus on safety, efficiency and leaving a lasting service impression, the Pitt Meadows Base Supervisor has a wide range of responsibilities including providing professional service to our valued customers, ensuring the base operations are carried out safely and productively, and promoting Harbour Air services. The successful candidate will have a high level of integrity, lead by example and make decisions based on Harbour Air values.

**WORK HOURS:** Split shifts will vary based on operational needs.

**LOCATION:** 18799 Airport Way, Pitt Meadows, BC

**TERM:** Full- Time Regular

**DEPARTMENT:** Ground Operations

**COMPENSATION AND BENEFITS:** Competitive wage, flight perks (buddy passes), discounts at local restaurants and partner organizations, uniform, staff events and much more!

### Responsibilities and Expectations

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- CSA Duties including: Generating New Bookings, Check-in, Flight Manifesting, Point of Sale Processing,
- Liaise with Flight Operations & Reservation Teams for New Flight Batching, and Charter Inquiries
- Provide information and respond to general customer inquiries
- Assist in marketing material delivery and promoting the YPK service.
- Maintain cleanliness of vehicles and report any maintenance needed
- Safely drive passengers between the Terminal and the dock.
- Assist Flight Crew with aircraft docking, loading, unloading, sanitizing & re-fueling as time allows
- Greet passengers and assist them on and off the aircraft
- Baggage organization and control; ship and receive cargo
- Monitor safety at the YPK Base Facility: Fuel System, Dock Floatation, Decking & movement around the Terminal
- Monitor the Underground Fuel System on a weekly basis to ensure serviceability & proper fuel loading for Flight Operations is maintained
- Act as Harbour Air's liaison with the Pitt Meadows Airport.
- Other general duties as required

### Qualifications/Assets

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- Safety First – personally and as a team, committed to safety
- Current Class 4 driver's license an asset
- Superior customer service skills – willing to take service to a higher level
- Demonstrated computer knowledge and experience working in a Windows based platform.
- Proven ability to be an effective member of a team
- Ability to lift heavy baggage and perform other active tasks
- Ability to multi-task and prioritize assignments in a fast-paced time-sensitive environment
- Ability to work flexible schedules.
- Aviation and/or marina experience is an asset
- Enjoy working outdoors in all types of weather conditions

**APPLY NOW:** Email your resume and cover letter to [jobs@harbourair.com](mailto:jobs@harbourair.com) quoting 22-61 Pitt Meadows Base Supervisor (YPK)

**DEADLINE:** September 16, 2022



## **JOB PROFILE - Your Flight Path to Success**

*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. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email [jobs@harbourair.com](mailto:jobs@harbourair.com) and we'll work with you to meet your accessibility needs.*

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