

NOW HIRING!



Flight Operations Specialist, Richmond

Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further!!

Harbour Air is seeking Full Time Temporary Flight Operations Specialist to join the Control Centre team. Harbour Air is an award-winning organization with an outstanding record for safety, service, and reliability, with a proven track record of providing amazing perks and a good work-life balance for its employees. Guided by integrity and commitment to Harbour Air's four core values – safety, innovation, customer service and team spirit – you will work in the exciting and fast-paced Flight Operations department, assisting in all aspects of flight following, charter booking, flight scheduling and more. Your ability to stay calm under pressure, your superior communication skills and your professionalism will make you an invaluable addition to our team.

WORK HOURS: Shifts will vary based on operational needs. Shifts will include working weekends.

LOCATION: 4760 Inglis Drive, Richmond (YVR); hybrid work schedule

TERM: Full Time Temporary

DEPARTMENT: Operations Control Centre (OCC)

COMPENSATION AND BENEFITS: Competitive wage, flight perks (buddy passes and global inter-airline partnerships), extended health benefits, discounts at local restaurants and partner organizations, staff events and much more!

Responsibilities and Expectations

- Follow flights in accordance with Harbour Air policies, procedures, and regulatory requirements.
- Anticipate and proactively take corrective action to minimize delays due to weather, scheduling issues, operational challenges, crew legality, and maintenance issues.
- Book and process charters, email and phone correspondence with guests and tour operators.
- Liaise with the Aerospace department to schedule aircraft maintenance and other functions.
- Liaise with the Customer Contact Center Agents as well as the Revenue Management team to create additional revenue flights as needed.
- Monitor weather conditions, relay information to the company across various channels.
- Assist the Scheduler and Dispatcher with scheduling training/positioning flights
- Meet and exceed safety and service standards.
- Monitor flight and duty times to comply with regulations.
- Other duties as required.

Qualifications/Assets

- Commitment to safety and the willingness to take service to a higher level.
- The ability and desire to work in a close-knit, team-based environment.
- Entrepreneurial spirit, ability to execute at a high level with minimal supervision.
- Superior communication skills written and verbal, across multiple channels.
- Ability to multi-task and prioritize assignments in a fast paced and demanding environment.
- Experience in the aviation industry and technical knowledge of aircraft an asset.
- Demonstrated computer knowledge and experience working in a Windows based platform.
- Ability to work flexible schedules including evenings, weekends, and holidays.
- Experience in the aviation industry and technical knowledge of aircraft an asset.
- Geographical knowledge of the south coast an asset.
- Dispatching license and/or dispatch experience an asset.
- Industry Canada Restricted Operator Radio Certificate an asset.

ABOUT HARBOUR AIR

- Launched in 1982, Harbour Air is North America's largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.
- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including BC's Top 55 Employers, and Canada's Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting 24-11 Flight Operations Specialist

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