

Flight Operations Administrative Assistant

Harbour Air is seeking a Full Time Regular Administrative Assistant. As an administrative assistant in the Chief Pilot's Office, you will play a crucial role in supporting the Chief Pilots and optimizing operational efficiencies at our organization. This dynamic position involves collaboration with the People & Culture department to streamline processes and contribute to the effectiveness of the team. We are seeking an individual with strong organizational and communication skills, meticulous attention to detail, and the capability to efficiently manage a variety of administrative tasks.

WORK HOURS:	Office hours (evenings & weekends as needed)
LOCATION:	1055 Canada Place, with visits to Richmond Head Office location as required
TERM:	Full Time Regular
DEPARTMENT:	Flight Operations
COMPENSATION AND BENEFITS:	Competitive wage, flight perks (including 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

Administrative Support:

- Prepare, edit, and proofread documents with meticulous attention to detail.
- Schedule and coordinate meetings efficiently.
- Assist in the preparation of meeting agendas, attend meetings, and accurately record minutes.
- Maintain pilot files and records in collaboration with the People & Culture department.
- Verify and process Flight Crew expenditures with precision.
- Manage the Chief Pilot's calendar effectively.
- Assist with Pilot scheduling.
- Administer, process and track pilot payroll & vacation.

Communication:

- Act as a primary point of contact between the Chief Pilot's Office and OCC, Ground Ops.
- Handle phone calls, emails, and inquiries promptly and professionally.
- Prioritize and disseminate important information to relevant team members promptly.

Collaboration:

- Collaborate with other departments to facilitate seamless communication and information flow.
- Work Closely with Operational Control Center (OCC) for scheduling pilots, payroll, and vacation administration.
- Provide recruitment support in coordination with the People & Culture (P&C) department.
- Coordinate with People & Culture and Safety during the onboarding process for new Flight Crew.
- Work closely with People & Culture and Operational Control Center departments to schedule interviews, flight training, and other projects as required.
- Provide support to the Chief Pilot's team in various tasks and projects as needed.
- Other duties as assigned

Qualifications/Assets

- Familiarity with aviation terminology and flight operations is essential.
- Possess strong skills in Microsoft Office Suite (Word, Excel, Outlook, and Teams).
- Previous experience as an office assistant or in a similar role is preferred.
- Showcase exceptional organizational and multitasking abilities.
- Exhibit strong verbal and written communication skills.
- Uphold discretion and confidentiality in handling sensitive information.
- Qualifications in office administration or the aviation sector are advantageous.
- Display the ability to work independently and collaboratively in a team-oriented environment.

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 Canada's Best Managed Companies, 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 24-10 Flight Operations Administrative Assistant

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.