

Pre Requisites

Part time Dispatcher Trainee

Wilderness Seaplanes Ltd, is inviting applications for part time dispatcher trainee in Port Hardy, BC. Wilderness Seaplanes was formerly the seaplane division of Pacific Coastal Airlines. We are now operating as a separate company, but we are still closely associated with Pacific Coastal Airlines. We operate 3 Grumman Gooses, 2 Beavers and a Cessna 185. We provide year round service to the Central Coast area from Port Hardy and Bella Bella.

We have a competitive pay and benefits program and we offer travel privileges to our staff and families.

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Qualifications and Competencies:

- Previous experience as a dispatcher in the aviation industry is an asset, willing to train the right candidate
- Excellent organizational, time management and multi-tasking skills
- Computer skills (Web, Excel, Word, AmeliaRes, Latitude)
- Effective and efficient decision making, particularly when under pressure
- Remain calm in challenging/uncomfortable situations
- Able to apply applicable regulations (i.e. Canadian Aviation Regulations)
- Communication effectiveness with both internal and external customers, authorities, and agencies
- Knowledge of weather gathering and the local area is an asset

The Trainee will work with qualified Dispatchers in order to learn all aspects of this position.

- Applicants will be Port Hardy based.
- Must be Available to work rotating schedules, including evenings, weekends and holidays.

The Flight Dispatcher sets up aircraft schedules and coordinate logistical details according to standard company operating procedures, to ensure safe, efficient and economical flight operations. He/she plays an integral role in the operational control structure of the Company.

PRIMARY RESPONSIBILITIES:

- Ensure that flights are safely and efficiently planned and monitored in accordance with established standards and regulations
 - Maintain a log of information exchanges with respect to all flights operated under his/her authority
 - Continuously monitor weather conditions; provide route/weather analysis to Flight and Ground Crew as required
 - Respond to all emergency situations in a timely and professional manner in accordance with procedures
 - Set up flight schedules and forecasts as required
 - Closely monitor all flights in order to maintain an up-to-date flight watch over all flights operating within the designated dispatch areas
 - Advise the manager/supervisor on duty of any abnormal incidents involving flights, whether airborne or on the ground, including activating of overdue/missing aircraft, or incident/accident procedures
 - Inform the manager/supervisor on duty of conditions present or anticipated which may cause delays or disruptions to the on-time performance of Company Flights
 - Ensure that all essential information is forwarded to the Captain in a timely manner to ensure a safe and efficient flight
 - Communicate updates with all departments
 - Quote, organize and execute charters
 - Monitor radio at all times
 - Liaise with maintenance regarding serviceability of aircraft, hours, next check etc.
- There will be extensive training for the selected candidate.

The North Island is a great place to live where there is a still lot of freedom, affordable housing, great outdoor activities, and easy access to the urban areas of BC.

We have vacancy now and we will be filling the position as soon as possible, so, if you think you have the right attributes to dispatch with us on the wild Westcoast, please submit your application to careers@flywilderness.ca no later than May 31st 2017.