



Operations Coordinator

Flair Airlines Ltd. is a charter airline providing customized charter service for a variety of markets including workforce transportation, niche tours and special charters. We are currently recruiting for the *full-time* position of *Operations Coordinator* based out of our Head Office in *Kelowna, BC*.

The Operations Coordinator is responsible for a number of functions including, but not limited to:

- Monitoring day-of operation flights and communicate delays, irregularities or any changes to management, dispatch, maintenance and our customers
- Monitor day-of crew scheduling and crew reports to ensure crew check-ins are adhered to, positioning flights are protected and all flights are properly crewed and are operated within the Company's flight and duty time limitations
- Coordinating ground operations and aircraft servicing
- Answering, directing and resolving crew or ground operations calls into the Operations Coordination Centre
- Forwarding all departure and arrival times to the customer; investigate and code delays for all flights
- Ensuring the final passenger manifests are accurate uploaded at time of departure
- Upload and transmit forms to regulatory bodies
- As required, ensure all permits and slot times are in place 24 hours prior to departure
- Ensure Daily, Weekly and Monthly Operation Coordinator checklists are completed

Required Qualifications

- Proven ability to work in a high stress, ever-changing work environment while prioritizing tasks and assignments
- Proven ability to make critical decisions, sometimes with limited information
- Strong communication skills both written and verbal, with the ability to negotiate and persuade

- Intermediate knowledge of the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Previous aviation, dispatching and scheduling experience is an asset
- Knowledge of the Canadian Aviation Regulations (CAR's) as they apply to 705 operation an asset
- Valid First Aid is an asset; ability to pass and obtain a basic First Aid certificate is a requirement
- University/College degree/diploma considered an asset
- A current Transport Canada issued flight dispatcher certificate considered an asset.
- Previous Airline Operations Centre or Airport Operations experience is preferred.

The Operations Coordinator position is a challenging yet rewarding position that requires a great deal of flexibility. The ideal candidate will be someone who is a self-starter and works well under pressure. The successful incumbent must be able to work on call and be scheduled for a variety of variable shifts including early mornings, evenings, weekends and holidays. Overtime may be required.

Interested candidates should submit a covering letter and resume to careers@flairair.ca no later than December 11, 2016. Applications should clearly demonstrate how your skills meet the requirements of the position. Further details can be found online at www.flairair.ca.

We wish to thank everyone who applies but only those selected for an interview will be contacted.