



Welcome to Tofino Air! We are a West Coast owned float plane operator on Vancouver Island, in Tofino, BC. We operate local tours, charter service, and seasonal scheduled service around the beautiful West Coast of British Columbia.

We are seeking a motivated and enthusiastic applicant to join our team at our Tofino-Long Beach Airport location for our Spring/Summer 2025 season. This multi-faceted full-time seasonal role will have the successful applicant flying our Cessna 182 on wheels on scheduled flights, charters and scenic tours of the Tofino area. The role will also include Customer Service Agent responsibilities and providing administrative support to our PRM for our AMO, Long Beach Aviation. Though working within a team, this role is quite independent in nature.

### **COMPENSATION AND BENEFITS**

In addition to salary, some company benefits include complimentary flights, family flight rates, gratuities (where applicable), subsidized staff housing (based on availability) and end of season bonus (based on successful completion of contracted dates).

### **WORK HOURS**

This is a seasonal full-time role of an average of 36 hours per week over a two-week period, on a modified schedule of 4-5 days/week as operational needs require for the Spring/Summer 2025 season. This role requires a successful candidate to work weekends and holidays.

### **QUALIFICATIONS AND SKILLS**

- Valid Transport Canada Commercial Pilots License
- Current CAT 1 Medical
- Minimum 250 Hours PIC
- Experience providing excellent customer service while working in a fast-paced environment
- Confidence with problem-solving and conflict resolution
- Proficiency with Windows based applications, including Office 365 & Microsoft Teams
- Experience with tech records and shop/parts inventory management
- Ability to work individually, as well as within a team environment
- Proficiency in English, with strong verbal and written communication skills
- Availability to work various shifts based on operational requirements, inclusive of weekends and holidays
- Coastal flying experience with knowledge of the West Coast region of BC is considered an asset
- Ability to lift 50lb

### **REPONSIBILITIES**

- Working with CSAs, Chief Pilot and management team regarding route, weather and load planning
- Flight plan creation, including routing, altitude, fuel requirements and weather
- Managing proper loading and weight and balancing of aircraft for each flight
- Completing daily aircraft inspections, fueling and oiling, and maintaining aircraft cleanliness
- Pre-flight aircraft checks



- Safely operating company aircraft, working within safety standards and following protocols
- Providing concise, professional and informative passenger safety briefings prior to each flight
- Escorting passengers & their luggage to their flight
- Providing excellent customer service to in-bound callers or walk-in clientele regarding scheduled flights, scenic tours, charter flights and general enquiries
- Checking in passengers for scheduled flights, local tours and charters
- Preparing quotes, making reservations and confirming travel details for passengers
- Processing passenger and supplier payments and balancing daily cash-outs
- Creating operational flight plans, including management of weights and balance of aircraft
- Maintaining AMO tech records
- Organization and management of shop parts and stores inventory
- Shipping and receiving duties
- Assistance to AME and PRM at the hangar as needed/available
- Maintaining a clean aircraft and office environment
- Other duties as assigned by the management team

#### **HOW TO APPLY**

Email your cover letter and resume to [careers@tofinoair.ca](mailto:careers@tofinoair.ca) or all expressions of interest. We thank all applicants for their interest; however not all candidates will be contacted.