

AIR CREEBEC INC.
JOB POSTING

JOB TITLE: CHARTER FLIGHTS AGENT
(FULL TIME)

LOCATION: VAL-D'OR, QUEBEC

MAIN RESPONSIBILITIES: REPORT TO: CHARTER FLIGHTS COORDINATOR

- RESPOND TO REQUESTS FOR AIR CHARTERS AND PROVIDE SUBMISSIONS;
- ENSURE AIRCRAFT AND FLIGHT CREW AVAILABILITY AND PERTINENT INFORMATION TO ESTABLISH THE CHARTER;
- PREPARE THE CONFIRMED FLIGHTS;
- RESPOND TO CHARTER REQUESTS BY FOLLOWING THE ESTABLISHED PROCESS;
- ENSURE FULL MONITORING OF THE CHARTERED FLIGHTS;
- ENSURE A HIGH QUALITY OF SERVICE AND MAINTAIN A GOOD BUSINESS RELATIONSHIP WITH CUSTOMERS;
- ENSURE THE SATISFACTION OF CUSTOMER SERVICE PRIOR AND AFTER THE CHARTER;
- KEEP CURRENT WITH POLICIES AND CANADIAN REGULATIONS;
- COORDINATE ALL FLIGHTS AND SERVICES WITH DISPATCHERS;
- ARRANGE FOR FLIGHT CREW ACCOMMODATIONS WHEN NECESSARY;
- FLEET DEPLOYMENT IN COLLABORATION WITH DISPATCH;
- COORDINATE WITH CHIEF DISPATCHER ON AIRCRAFT ISSUES;

REQUIREMENTS:

- DISPATCH TRAINING AND EXPERIENCE;
- MUST HAVE KNOWLEDGE OF FLIGHT PLANNING;
- BILINGUAL (FRENCH/ENGLISH);

CLOSING DATE: FRIDAY, OCTOBER 13, 2017 (4:30 p.m.)

ALL INTERESTED CANDIDATES PLEASE SUBMIT YOUR LETTER AND CV TO:

AIR CREEBEC, HUMAN RESOURCES
P.O. BOX 430
VAL-D'OR, QUEBEC
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(819)-825-1157 (Facsimile)
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