



## Job Description – Radio Dispatch

---

**About Us:** Located in the winter wonderland of Revelstoke, British Columbia, Eagle Pass Heliski aims to provide an unparalleled experience to all involved. We are an efficient team of like-minded individuals found happiest in the mountains, fulfilled by small town living, and are always seeking the next pursuit. We pride ourselves on providing a workplace that is supportive, entrepreneurial in spirit, and most importantly fun.

### Job

**Overview:** The Radio Dispatch position works within a team to provide an elevated experience for all Eagle Pass guests. This position is based out of the Eagle Pass Heliski Day Base, located approx. 5 mins West of downtown Revelstoke, with the sole responsibility for tracking and recording of all Helicopters, and ensuring safety protocols are being followed at all times. In-between helicopter calls, the Radio Dispatch position can be asked to help assist in general office day-to-day activities. Previous radio dispatch experience a tremendous asset.

### Employment

**Date:** 2019/20 Winter Season

### Job

**Type:** Full-time seasonal position

**Reports to:** Operations Assistant

**Wage:** Based on previous experience

**Location:** Eagle Pass Heliski Day Base

### Responsibilities & Accountabilities

---

- Tracking and recording of Helicopters and guests
- Primary contact with Helicopter and guides in Emergency Response scenarios
- Creating group lists for guides each morning
- Tracking of helicopter fuel usage and hours each day
- Daily cleaning of office
- General Data Entry
- Restricted Radio Operator Certificate required

Phone: +1.250.837.3734    Toll Free: 1.877.WAY.DEEP    Fax: +1.250.837.3706

Post: Box 2555, Revelstoke BC, V0E 2S0 Canada    Office: 309 MacKenzie Avenue, Revelstoke BC

www.eaglepassheliskiing.com    info@eaglepassheliskiing.com



## Physical Demands

---

- Occasionally small amounts of physical work are entailed with this job

## Key Skills and Proficiencies

---

- MS Office (Outlook, Excel, Word, SharePoint)
- Excellent time management skills & the ability to take ownership of tasks to ensure accurate completion
- Restricted Radio Operator Certificate required
- High school graduate or equivalent with 2-3 years relevant experience
- Must speak, read, write, and understand the English language

## To Apply

---

Please send all resumes to [taylor@eaglepassheliskiing.com](mailto:taylor@eaglepassheliskiing.com). Resumes will be accepted until September 15th, 2019.

Thank you for your interest in working with us, however, only qualified candidates will be contacted for an interview.

Eagle Pass Heliski is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and any other legally protected characteristics.