



North-Wright Airways is looking for a Commercial Operations Coordinator.

Have you always wanted to work in the North? Want to experience the north in the summer and get an experience like no other? Here is your chance to experience northern airline by working in the heart of the operations.

The North is one of the last places in Canada where you can experience true wilderness, fly over vast and beautiful landscapes and terrain, and meet people who will last in your memory for life. North-Wright Airways offers a rewarding and busy work environment where your skills are utilized to the fullest and offers an opportunity to experience something new. Apply with North-Wright Airways and come work with our team of excellent pilots, engineers, and administration staff to experience a workplace that is so remote, so wild, and so memorable!

Duties and responsibilities

- Monitoring the progress of all Company flights and providing the captain with operational information that may be required for the safe conduct of the flight including meteorological data without analysis or interpretation
- In the event of an emergency, overdue or missing aircraft, or an aircraft accident, initiating the procedures outlined in the Emergency Response Manual
- Pilots shall be able to reach the flight follower with arrival and/or departure messages
- Coordinate fleet and schedules based on volume of passenger, cargo and charter requirements.
- Utilizing the NavCanada website, local CARS station, or local informants, assist pilots in the gathering of weather information (provide no interpretation)
- Maintain customer relations (i.e. charter sales and communication of flight itinerary to customers and crew) and be the focal point of communication within the operations department
- Consult with the DOM, or designated person, on aircraft maintenance status and maintenance scheduling
- Consult the program used to track pilot times and ensure pilots will not exceed their duty time and rest limitations on assigned flights
- Advise the Operations Manager, Chief Pilot or Accountable Executive of any abnormalities to the operation, as necessary



Requirements

- Interest in northern flying and aviation operations
- Aviation experience required (pilot or other aviation exposure)
- Good understanding of CARS and flight duty times
- Ability to adapt and work well in a fast-paced environment
- Ability to learn quickly
- Piloting experiences is an asset

Benefits

- Accommodation is provided
- Free and discounted freight allowance
- Health and dental insurance

If interested and meet the qualifications, send your resume, and cover letter to

hr@north-wrightairways.com