

Ramp Agent; Full-Time; 4/3 Rotation (Horizon Aerodrome)

Closing Date: When suitable candidate is found

Executive Flight Centre (EFC) has been setting standards in aviation fuel and service for over forty years. Headquartered in Calgary, with operations in both Alberta and British Columbia, EFC offers a diverse range of aviation services to meet the needs of airport users. Our vision is to provide an excellent quality of service to all customers in the Aviation Industry by focusing on Safety, Quality, Consistency and Customer Service.

EFC is committed to creating and sustaining an inclusive and diverse work environment, while upholding the principles of employment equity. Your participation in this important process is greatly appreciated. We encourage applicants to self-identify as a member of one or more of the employment equity designated groups – Women, Aboriginal peoples, Persons with Disabilities and/or Members of Visible Minorities. The information collected will be used solely to carry out our obligations under the federal Employment Equity Act.

Our Horizon Aerodrome location is seeking an experienced Ramp Agent to support our diverse operations. The successful candidate is required to work a Fly-In/Fly-Out (FIFO) rotation of four (4) days on and three (3) days off; Tuesday to Friday, schedule which includes split shifts. Flights from Calgary are provided as well as accommodations at site. Due to flight and operational requirements of this position, the successful candidate must commute from Calgary.

Main Functions:

Reporting to the Aerodrome Lead, the Ramp Agent Level 1 performs all ground handling operations and supports airfield operations and customer service as required in a safe and efficient manner.

Responsibilities:

- Perform ground handling and ramp services responsibilities according to the EFC corporate standards, including:
 - Marshall and chock, load and unload aircraft according to procedure;
 - Connect and disconnect AC/DC power carts and heat carts;
 - Aircraft movement, placement, and storage;
 - Ramp services, including operations and maintenance of various types of ground service and light equipment;
 - Housekeeping; and
 - Groom aircraft, including lavatory and potable water.
- Ensure compliance with all legislative, industry and customer standards including Transport Canada, Occupational Health and Safety and CNRL's safety and site regulations.
- Direct passengers on the apron as instructed by customer service agents;
- Assist with runway and field maintenance, primarily on the apron and around the building entrances, for snow clearing and light field maintenance duties as required.
- Track and maintain inventory levels of runway chemical, deice chemical, sand, field maintenance stores (wafer, spacer, runway lights, etc.).
- Function as Flight Lead and assist Customer Service Agents and/or Luggage Agents as needed.

- Provide services after hours on an on-call/as-needed basis.
- General support activities related to Aerodrome Operations.
- Maintain a tidy and orderly work area exhibiting pride in work performance and contributing to a healthy and safe work environment.
- Ensure exceptional, courteous and respectful customer service.
- Comply with and participate in the Company's Health & Safety and Quality programs and initiatives.
- Perform any other duties as required.

Qualifications and Experience:

- High School Diploma.
- Previous aviation Ramp Agent/Aerodrome operations experience.
- Valid class 5 driver's license and clean Driver's Abstract. No restrictions permitted.
- Able to meet all required pre-employment and site access screening including, but not limited to, Common Safety Orientation (CSO) Course and Drug & Alcohol test.
- EFC and CNRL required theoretical and practical training (i.e. WHIMS, AVOP, DG Cargo, etc.).
- EFC on the job training for Ramp and Ground Handling Operations policies, procedures and practices.
- Knowledge of Microsoft Office, Excel and Word.
- Able to effectively communicate both verbally and in writing.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally.
- A strong work ethic and positive team attitude.
- Able to work in inclement weather conditions, overtime and extended shifts.
- Able to lift or move up to 60 lbs, independently.
- Highly motivated and able to work with minimal or no supervision in a fast-paced environment.
- Able to multi-task and establish priorities in a dynamic and changing environment.
- Professional, punctual, and diligent.
- Able to work collaboratively as a productive member of the EFC Team.

Executive Flight Centre offers competitive compensation and a comprehensive benefits package, an incredible work environment, and career advancement opportunities.

Please visit our web site at <http://www.efcaviation.ca/> for a complete description of our company and to view other career opportunities and to apply for this role.

Please include your resume and cover letter when applying for this position; indicating the position title and location you are applying for in the subject line.

We thank all applicants for their interest in Executive Flight Centre; however, only candidates selected for interviews will be contacted.