

BELLA COOLA HELI SPORTS

- JOB POSTING -

Position Title	Transfer Coordinator
Reports To	Transportation and Office Manager
Location	Whistler, BC
Schedule	3 days per week (approx.), based on Transfer Days
Terms	Seasonal Full-Time, start date of December 8 th . (Hourly, 30 – 40 hours per week, \$26-28 per hour based on experience)

Company Overview Bella Coola Heli Sports operates in the glaciated wilderness of BC's central coast. We provide world-class skiing in the winter and connect our guests with incredible wilderness adventures in the summer. We operate from five remote properties, three of which are in the Tatla Lake region of the Chilcotin's and two which are in the Bella Coola Valley. We boast the largest heli-skiing tenure of any operator in the world and our Himalayan like mountains draw outdoor enthusiasts from around the world.

Our enthusiastic team works hard to play hard, and is dedicated to perfecting the travel experience through the highest standards of hospitality... all with some fun and personality! To thrive here you must love the outdoors and be able to share the excitement with our guests.

Job Description The Transfer Coordinator is responsible for both the transportation of employees, as well as overseeing all aspects of our guests' experience at the Vancouver airport (private terminal and south terminal). This is where many guests will make their first and last impression of Bella Coola Heli Sports, and exceptional hospitality is a must.

On our exchange days we will look for the Transfer Coordinator to transport our employees from the Sea-to-Sky (Whistler and Squamish) to YVR, and visa-versa.

While at the airport, the Transfer Coordinator is responsible for welcoming and organizing all guests for their upcoming flights. This may include assisting with luggage, COVID travel compliance, the arrival day lunch program and answering questions. It is important for the Coordinator foster a warm, organized, and welcoming environment for our guests.

Upon the departure of our guests, the Coordinator will provide administrative support to the Transportation Manager until the outbound group arrives back at the airports. This includes sending guests flight booking emails, coordinating passenger manifests for upcoming flights, and tracking staff transportation usage. They will then return to Whistler with the outbound employees.

On weeks with limited exchange days, this position may also be required to work in the Whistler Head Office for additional administrative support.

Qualifications

A Must

- Class 5 Drivers License and ability to provide a clean Drivers' Abstract
- Be confident driving in all weather conditions, and navigating through Vancouver



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- +1yr experience in a guest service position
- Able to lift 50lbs of luggage
- Strong administrative, organizational, and interpersonal skills
- Applicants must be a Canadian Citizen or Permanent Resident

Preferred

- Class 4 Drivers License

Perks

4% Vacation Pay.

Medical and Dental Benefits (upon eligibility).

Flexible schedule that allows time for skiing.

