



GULF ISLAND SEAPLANES IS HIRING! DOWNTOWN VANCOUVER BASE

JOB DESCRIPTION: Customer Service Agent

Gulf Island Seaplanes is expanding and we are looking for a Customer Service Agent based out of downtown Vancouver. We are an indigenous owned company with an excellent safety record and customer service that always knocks it out of the park. We support a diverse and inclusive workplace -- it is not just an ethic, it is our standard.

RESPONSIBILITIES

- * Welcoming passengers, answering enquiries and taking reservations
- * Checking in of passengers, weighing luggage and processing payments
- * Creating operational flight plans for pilots
- * Flight following
- * Providing charter quotes
- * General office duties
- * Uphold and believe in our company culture and values
- * Treat our passengers like gold -- they really are the best!
- * Other duties as required

QUALIFICATIONS

- * Proven superior customer service skills
- * Ability to deal with flight delays due to weather with the grace of a grand master champion!
- * Thrives in a fast-paced environment
- * Excellent communications skills - written and verbal (English)
- * Great computer skills - knowledge of excel and word and asset
- * Ability to lift up to 50 lbs
- * Ability to work weekends
- * Must work well in a team environment

Thank you for your application! Only applicants that meet our qualifications and pique our interest will be contacted.

Job Type: Full time / Part-time

Salary: \$18.00 per hour

Please send your cover letter and resume to buffy@gulfislandseaplanes.com