



## Job Description – Radio Dispatch

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**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 Details

**Dates:** December 1<sup>st</sup> 2023 to the end of the season (historically, end of season is approx. April 15th, 2024). Training to commence mid-november

**Type:** Full time, seasonal

**Reports To:** Day Base Manager

**Compensation:** \$20.00/hr  
Eligible for up to \$500 seasonal bonus, based on performance

**Benefits:** EPH Staff Uniform  
Staff Heli-Skiing (1 day guaranteed, additional days based on performance)  
Discounts with EPH suppliers and partners  
Training & Education Subsidies

**Work Location:** Eagle Pass Day Base - 3451 Trans-Canada Hwy, Revelstoke, BC

### Responsibilities & Accountabilities

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- 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
- Customer Relations Management data entry
- Daily cleaning of guides office
- General Data Entry



### **Physical Demands**

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

### **Key Skills and Proficiencies**

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- MS Office (Outlook, Excel, Word, SharePoint)
- Restricted Radio Operator Certificate required – EPH training subsidies available
- Excellent time management skills & the ability to take ownership of tasks to ensure accurate completion
- Must speak, read, write, and understand the English language

### **To Apply**

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Please send all resumes to [nick@eaglepassheliskiing.com](mailto:nick@eaglepassheliskiing.com). Resumes will be accepted until a successful candidate has been found.

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.