



# **Dispatcher Trainee**

## **Full-Time**

**Port Hardy and North Island**  
**Port Hardy**

Monday January 19, 2026

---

**\$26 - \$30/ hour (\$26.20/Hr)**

---

**Company:** Wilderness Seaplanes

---

**Industry:** Other

---

**How to apply:**

We have vacancy now and we will be filling the position as soon as possible, so, if you think you have the right attributes to dispatch with us on the wild Westcoast, please submit your application to [careers@flywilderness.ca](mailto:careers@flywilderness.ca) no later than February 27th, 2026.

---

**Attachment:** [Dispatcher Needed - NIEFS 1.pdf](#)

---

**Expiry Date:**

Monday, February 02, 2026

---

**Details:**

Wilderness Seaplanes Ltd, is inviting applications for part time dispatcher trainee in Port Hardy, BC. Wilderness Seaplanes was formerly the seaplane division of Pacific Coastal Airlines. We are now operating as a separate company, but we are still closely associated with Pacific Coastal Airlines. We operate 2 Grumman Gooses and 3 Beavers. We provide year round service to the Central Coast area from Port Hardy and Bella Bella. We have a competitive pay and benefits program and we offer travel privileges to our staff and families. The North Island is a great place to live where there is a still lot of freedom, affordable housing, great outdoor activities, and easy access to the urban areas of BC

**PRIMARY RESPONSIBILITIES:**

- Ensure that flights are safely and efficiently planned and monitored in accordance with established standards and regulations
- Maintain a log of information exchanges with respect to all flights operated under his/her authority
- Continuously monitor weather conditions; provide route/weather analysis to Flight and Ground Crew as required
- Respond to all emergency situations in a timely and professional manner in accordance with procedures
- Set up flight schedules and forecasts as required
- Closely monitor all flights in order to maintain an up-to-date flight watch over all flights operating within the designated dispatch areas
- Advise the manager/supervisor on duty of any abnormal incidents involving flights, whether airborne or on the ground, including activating of overdue/missing aircraft, or incident/accident procedures
- Inform the manager/supervisor on duty of conditions present or anticipated which may cause delays or disruptions to the on-time performance of Company Flights
- Ensure that all essential information is

forwarded to the Captain in a timely manner to ensure a safe and efficient flight • Communicate updates with all departments • Quote, organize and execute charters • Monitor radio at all times • Liaise with maintenance regarding serviceability of aircraft, hours, next check etc. There will be extensive training for the selected candidate.

---

### **Qualifications & Experience:**

Qualifications and Competencies: • Previous experience as a dispatcher in the aviation industry is an asset, willing to train the right candidate • Excellent organizational, time management and multi-tasking skills • Computer skills (Web, Excel, Word, AmeliaRes, Spidertracks) • Effective and efficient decision making, particularly when under pressure • Remain calm in challenging/uncomfortable situations • Able to apply applicable regulations (i.e. Canadian Aviation Regulations) • Communication effectiveness with both internal and external customers, authorities, and agencies • Knowledge of weather gathering and the local area is an asset The Trainee will work with qualified Dispatchers in order to learn all aspects of this position. • Applicants will be Port Hardy based. • Must be Available to work rotating schedules, including evenings, weekends and holidays.

---