



WEST COAST HELICOPTERS

WE'RE HIRING!

Base Administrator & Flight Follower

Location: Port McNeill

Position Type: Full Time – 4 on/4 off

Start Date: June 2025

Hourly Wage: \$20.00 – \$26.00

Are you passionate about aviation safety and operations? Do you thrive in a fast paced, detail-oriented environment? We're looking for a Flight Follower to join our team and play a key roll in ensuring the safe and effective coordination of our flight operations.

Key Responsibilities (not limited to):

Flight Operations and Dispatch:



- Book and dispatch aircraft with coordination from base manager
- Maintain accurate daily records: tickets, invoices and fiscal tracking
- Monitor flights via FM radio and live satellite tracking systems

Reception and Administrative Support



- Provide warm and professional reception (in-person and phone).
- Manage administrative systems, travel arrangements
- Support pilot scheduling, time-off tracking, and fleet serviceability

Base Upkeep and Hospitality



- Keep the office clean, welcoming and stocked with essentials
- Oversee coffee/snack areas, client amenities, and general tidiness

Safety and Compliance



- Serve as Base Safety Representative for Port McNeill
- Familiarize yourself with company policies, CARs, and operational procedures

We're looking for:

- Strong attention to detail, highly organized, people-oriented and self motivated
- Tech-savvy with a willingness to learn new systems and tools
- Comfortable multitasking in a fast-paced dynamic environment
- A calm, professional demeanor under pressure
- Previous aviation experience or knowledge of flight operations is an asset, but not required

Interested in joining our team?

Send your resume and cover letter to campbellriver@wcheli.com – we look forward to hearing from you.