



## AIR TINDI LTD.

126 Bristol Avenue | Yellowknife, NT | X1A 3T2

Yellowknife Direct  
Toll Free

1-867-669-8200  
1-888-545-6794

## CREW SCHEDULER

### OUR COMPANY

Air Tindi Ltd. prides itself on safety, customer satisfaction and professionalism. Together with our *dedicated* partnerships, passionate employees and a diversified fleet of aircraft built for the North, we remain at the forefront of on demand and scheduled services in Northern Canada.

While based in Yellowknife NT, Air Tindi has been providing services for over 35 years, across Canada and in many different capacities, including essential schedule services to Northern communities, commercial industries (mining), tourism, government, and community support services.

Fleet: de Havilland Canada Dash-7, de Havilland Canada Twin Otter, Beech King Air 250, de Havilland Canada Turbo Otter, Cessna Caravan.

### OVERVIEW

Reports to the Assistant Chief Pilot

The Crew Scheduler will be responsible for:

- Create, and issue monthly on/off schedules for all aircraft types and ground roles within the flight operations department
- Review schedules to ensure CARS compliance
- Develop guidelines for scheduling/vacation that ensure appropriate coverage levels according to operational needs
- Vacation approvals (in conjunction with the department manager)
- Coordinate with Human Resources and payroll to ensure compliance with employment agreements and payroll system
- Scheduling training courses with department managers (CRM, G/S, airborne training, Joint CRM, line checks, meetings, etc)
- Day to day aircraft crewing and monitoring of hours (regulations)
- Dealing with days that don't meet operational needs in conjunction with department heads
- Ensuring that daily crewing meets line and pairing restrictions
- Maximizing per day crew availability to allow popup charter potential
- Assisting with crew needs during irregular operations, rescue flights for unserviceable aircraft, weather delays, cancellation, etc.
- Coordinate with Travel Coordinator for crew travel (rotational, away from base work, training, etc)
- Arrange operational support (hotels/rental cars/meals) for away from base aircraft
- Crew notification for next day's operations
- Vacation coverage for Travel Coordinator/Program Coordinator
- Assist with new hire orientation and onboarding
- Oversight of flight and duty tracking program (Air Trail) and entering of duty times both actual and predictive crewing which identifies any potential issues/violations prior to them occurring
- Other duties as required

### REQUIREMENTS:

- 19 years old, minimum with a high school diploma or equivalent;

**EXPERIENCE COUNTS**



- Be a proven team player who demonstrates leadership abilities and a positive and energetic attitude when interacting with customers or coworkers;
- Able to work effectively both individually and as a member of a team, sometimes under difficult and stressful circumstances;
- Intermediate knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint);
- Excellent organizational and time-management skills;
- Ability to make critical decisions with limited information;
- Solid oral and written communication skills;
- Strong work ethic and positive team attitude;
- Attention to detail and a high degree of accuracy;
- Previous experience in a similar role or setting will be considered an asset.

#### COMPENSATION:

- Competitive Wages
- Group RRSP Matching
- Work life balance
- Interline Travel
- Health and Dental Benefits
- EFAP Employee, Family Assistance Program
- Work parties
- Stocked Kitchen

#### PERKS OF LIVING IN YELLOWKNIFE:

- Small Community Feel
- More than 15km's of trails, 4 off leash dog parks
- Deep Heritage
- 700 recreation & leisure programs year round
- Amazing views, and long summer days
- Higher than average incomes
- Short commutes
- Over a dozen lakes
- Two words: Northern Lights
- A little something for everyone

At Air Tindi we work together to provide an inclusive environment. We are committed to employment equity and encourage qualified candidates from all backgrounds to apply.

Please send your resume to [hr@airtindi.com](mailto:hr@airtindi.com)

We want to thank all applicants for their interest, only those selected will be contacted for an interview.

