



JOB POSTING

Flight Dispatcher (Summer Term)

We're all about **the craft.**

KF Aerospace is proud to deliver innovative aircraft solutions for corporate, commercial and military customers worldwide. Launched 50 years ago out of Canada's Okanagan Valley, KF has grown to specialize in a wide range of aviation services including maintenance and modifications, air cargo operations, military pilot training and aircraft leasing. At our facility in Southport, Manitoba, we support the Royal Canadian Airforce (RCAF) by providing state-of-the-art Pilot training.

JOB OVERVIEW

The Dispatch Term position (May – August) is a great opportunity as a summer job for a college student, or someone who is interested in being involved in the aviation industry and wants to learn a new skill. Training is provided.

Duties and Responsibilities include but not limited to:

- Assist in preparing the daily flight training schedules for RCAF students enrolled in the flying program
- Dispatch daily flying missions, including flight following and responding to urgent matters as they arise
- Manage changes to the daily flying schedule with the assigned scheduler
- Manage the Flight Operations Desk, including maintenance of the Aircrew Information File and other records
- Input data, set up, and maintain flight plans within the computerized Training Information Management System (TIMS)
- Coordinate activities with Maintenance Staff, Fueling Staff and the Air Traffic Control Tower, Firefighters and AIS (Air Information Services)
- Other related duties as assigned

REQUIREMENTS

- Previous scheduling and/or dispatcher experience an asset, but will train
- Radio Operators License required but will provide training if needed
- Minimum Grade 12 education.
- Computer skills with proficiency in Microsoft Office, particularly Excel
- Ability to work different shifts including weekends and evenings
- Organized and able to function in a dynamic environment



AEROSPACE

KF Aerospace

5655 AIRPORT WAY
KELOWNA, BC CANADA
V1V 1S1 | P: 250.491.5500

- Motivated and an effective team contributor
- Mathematical aptitude
- Good communication and interpersonal skills
- Good problem solving ability
- Detail oriented and accurate
- Ability to obtain and maintain Public Works and Government Services Enhanced Reliability Clearance
- Ability to adapt to military-style protocols
- Bilingual – English/French an asset

HOW TO APPLY

Be a part of our craft. Apply for the **Flight Dispatcher** at kfaero.ca today!