



JOB POSTING

Flight Dispatcher (Permanent)

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. This position is at our facility in Southport, Manitoba, where we support the Royal Canadian Airforce (RCAF) by providing state-of-the-art Pilot training.

JOB OVERVIEW

If you are looking for a challenging but rewarding career within a company that plays an integral role in supporting the RCAF (Royal Canadian Air Force), then this may be the job for you! The Flight Dispatcher works on a team with skilled individuals who are responsible for daily Flying Operations under the supervision of the Supervisor of Flight Operations or delegate. Although certain skill sets are required, a period of careful training is provided. The duties and responsibilities of a fully trained dispatcher are:

- Prepare daily flight training schedules for students enrolled in the flying program
- Dispatch daily flying missions, including flight tracking and responding to emergencies as they arise
- Coordinate the daily flying schedule with the assigned scheduler
- Manage the Flight Operations Desk, including maintenance of the Aircrew Information File (staff availability program) 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
- Minimum Grade 12 education; post-secondary preferred
- Radio Operators License a requirement but will provide training to obtain License to the right individual
- Excellent computer skills with proficiency in Microsoft Office, particularly Excel



AEROSPACE

KF Aerospace

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- Ability to work different shifts including nights and weekends
- Highly organized and able to function in a dynamic environment
- Ability to focus on a project to successful completion and meet deadlines
- Motivated and an effective team contributor
- Mathematical aptitude
- Strong communication and interpersonal skills
- Strong problem solving ability
- Detail oriented, accurate and ability to multi-task
- 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

LAUNCH YOUR CAREER

As a **Flight Dispatcher** with KF Aerospace you can start a rewarding career with a team of people who are passionate about their craft. Employees in this department have the opportunity to advance to Senior Flight Dispatcher.

BENEFITS

- Medical and Dental Coverage
- Health Spending Account
- Disability, Critical Illness, and Life Insurance
- Employee & Family Assistance Program
- Employee Pension
- Personal Time Off and much more

HOW TO APPLY

Be a part of our craft. Apply for the **Flight Dispatch position** at kfaero.ca/careers today!