

- Position: Adventure Customer Specialist
- Work Term: Variable work terms from April 15th – October 15th
- Location: Morley, Alberta & Nordegg, Alberta
- Duties:
- Responsible for customer care
 - Reservation and sales by telephone, email and in person
 - Flight and adventure package processing
 - Digital photography, processing and sales
 - Customer flight safety briefing
 - Supervision of guests at picnic stop locations
 - Computer data entry, flight tracking, reports
 - Radio operation coordinating flight information and flight tracking
 - Gift shop sales and inventory control
 - Heliport terminal maintenance & cleanliness
 - Drive guest shuttle van to/from Canmore, Banff and Lake Louise
 - Other duties as assigned by management
- Qualifications:
- Strong interpersonal, verbal and written communication skills
 - Works well as part of a team
 - Service-oriented and professional
 - Demonstrates competency in computer office applications
 - Ability to multi-task in a fast paced work environment
 - Takes initiative
 - Brings a 'can do' attitude to all aspects of the job
- Applicants must:
- Be willing to complete the following certifications; First-Aid, CPR, Industry Canada Radio Operators Certificate, WHIMS and Class 4 Drivers License
 - Be available to work evenings and weekends
 - Be legally entitled to work in Canada

Please submit resume and cover letter to Vanessa Gagnon at vanessa@kheli.com.