



TITLE: Heli-Bike Coordinator
LOCATION: Carleton Lodge, 4280 Mountain Square
STATUS: Full-time, Seasonal

ABOUT THE BUSINESS

AlpX Expeditions, the tourism division of Blackcomb Helicopters, is based in Whistler, British Columbia and operates a variety of heli-assisted backcountry adventures. With exclusive tenure in Whistler's Coast Mountains, AlpX offers world-class heli-biking, heli-assisted ski touring, multi-day hiking & riding, sightseeing flights, wilderness accommodation and many more backcountry experiences.

ABOUT THE ROLE

The Heli-Bike Coordinator is responsible for day-to-day operations of our heli-bike program. This includes organization of bike groups, communication between the AlpX team, logistics planning, arrangement of guides and shuttle drivers, and leading the overall flow of the program including waiver completion and safety briefings.

YOU WILL

- Assist with guest check-ins and group management;
- Perform opening and closing duties to set up the staging area;
- Greetings and providing safety briefings and relevant information regarding their upcoming adventure;
- Load bikes onto aircraft prior to excursions;
- Radio communication between guides and guests;
- Ground crew duties include testing jet fuel and fueling aircraft;
- Drive company vehicle with fuel for helicopter;
- Provide guests with waiver instruction and oversight while completing paperwork;
- Proper bikes checks and equipment removal for guests;
- Drive retail sales of our products and offerings;
- Greeting and informing guests of the expectations of the upcoming adventure;
- Preparing daily manifests and communicating with upcoming guests;
- Perform minor bike maintenance as required.

YOU HAVE

- Valid drivers license and clean drivers abstract ;
- Previous office/administration experience;
- Excellent interpersonal skills and superior customer service skills;
- The ability to multi-task and shift focus quickly;
- Strong organization and time management skills;
- Recommended interest or passionate about mountain biking;
- An energetic and warm personality.



THE FINE PRINT

AlpX Expeditions is dedicated to being an equal opportunity employer and to that end, want all barriers removed to ensure a fair screening process for all candidates. All resumes will be reviewed with an eye to skill set and experience only, and are considered without attention to attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. We ask all applicants to ensure you do not include any personal information on your application and remove pictures from your resume if you have them.