



## Coastal Helicopters Inc.

### Available Positions

*All employees will experience some cross training throughout the season, but your assigned job will be your primary position. We encourage the development of inter-company empathy regarding our various jobs and believe that a better knowledge of the operation will only help.*

*All jobs will have mandatory paid training days prior to your first day of work to insure a uniform understanding of proper operations.*

(Check any positions of interest)

\_\_\_\_ **Lead Tour Attendant** – The Lead Tour Attendant is the one level of supervisor for all Tour Attendants, as well as, assumes the responsibilities of a Tour Attendant when needed. Ensure Tour Attendants quickly and accurately load/unload aircraft. The Lead Tour Attendant must have an outgoing personality, enthusiastic attitude and leadership skills. They will be proactive, reliable and have excellent customer service.

\_\_\_\_ **Tour Attendant** - You'll be responsible for loading and unloading groups of tourists from the aircraft, as well as insuring that they are properly prepared for the experience. Assisting in the gear evaluation of each individual tourist will be a daily task. The responsibility of keeping a clean and professional looking work environment will fall primarily to Tour Attendants and you will be expected to have a pleasant and conversational demeanor with all passengers. Overseeing and escorting groups of tourists while in the process of loading and unloading will be your number one priority.

\_\_\_\_ **Dock Representative** - The first face of the company that any customer will see is the Dock Representative. You will be stationed downtown for the duration of the workday and will be responsible for gathering passengers in a crowded and dynamic environment, rain or shine. A strong personal presence and loud voice will be helpful. Along with gathering passengers, you will be assisting Drivers with the loading and unloading of guests each time a group joins us.

\_\_\_\_ **Driver** - This is exactly what the title implies. You will be responsible for the basic maintenance and cleanliness of a company vehicle each day and will provide transportation to and from the downtown area to our base near the airport. A clean driving record is required and developing a strong knowledge of local sights and facts is expected.

\_\_\_\_ **Tour Operations** - Each passenger must be weighed and entered in the system in order to properly manifest and balance the aircraft. Using our company software, you will arrange and produce seating assignments for each group of passengers. Additionally, you will oversee collecting payments on some tours and basic gift shop sales. Tour Operations will assist in the co-ordination of daily logistics of the Tour Operations: Keeping Dock Representatives up to date with current information as the day develops, staying in contact with Drivers as they transport groups to and from our base, assist Lead Tour Attendants in ensuring on time tour departures, etc.

\_\_\_\_ **Reservationist** - Help fill the seats with eager passengers! Talk with sale reps from local vendors and communicate with international booking agencies via phone, e-mail and extranet access to help make booking guests a smooth and enjoyable experience. Pre and post season employment available, excellent communication skills are a must! All bookings taken using in house software, all training provided, computer skills preferred.

\_\_\_\_ **Flight Coordinator** - The primary duty of the Flight Coordinator is to monitor and coordinate all necessary logistics needed to execute a safe and efficient flight schedule. Flight Coordinators support all flight related activities, including flight risk assessments and flight following, as well all aspects of customer service. Flight Coordinators must be able to work a flexible schedule to include weekends and overtime.



# COASTAL HELICOPTERS, INC.

8995 YANDUKIN DRIVE JUNEAU, AK 99801  
(907) 789-5610 | WWW.COASTALHELICOPTERS.COM

Send completed applications & resumes: [jobs@coastalhelicopters.com](mailto:jobs@coastalhelicopters.com)

**NOTICE of FAA DRUG TESTING:** To the extent required by FAA regulations, Coastal Helicopters, Inc. tests covered employees for alcohol and the following substances: PCP, Cocaine, Amphetamines (including MDMA), Marijuana, and Opiates including the four semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone). ALL APPLICANTS are subject to testing prior to employment, and may be subject to random, post-accident, reasonable suspicion, return to duty and follow-up testing throughout their employment with Coastal Helicopters, Inc. Applicants may be subject to a background check and criminal records check.

Date: \_\_\_\_\_ Applicants Signature: \_\_\_\_\_

**Coastal Helicopters, Inc is an equal opportunity employer, which does not discriminate in employment based on race, age, color, sex, religion, national origin or other protected classifications including disability or handicap.**

**PLEASE PRINT AND USE INK**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Apt # City State Zip

Telephone: \_\_\_\_\_ Social Security #: \_\_\_\_\_ DL#/State: \_\_\_\_\_

Other names used: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you?  Under 18  18 – 20  21 – 24  25 or older (please check one)

Emergency Contact(s): \_\_\_\_\_

Have you ever been employed by Coastal Helicopters, Inc.? Y/N If so, when \_\_\_\_\_

Referred by: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you been convicted of a felony in the last ten years? Y/N (Conviction will not necessarily disqualify an applicant for employment) If yes, Years of Conviction \_\_\_\_\_

If yes, describe conditions: \_\_\_\_\_

Position(s) applying for? \_\_\_\_\_ Wage or salary desired? \_\_\_\_\_

Is there any reason that you could not safely and efficiently perform any of the duties of the job for which you are applying? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Do you have a legal right to work in the U.S.? \_\_\_\_\_ When would you be available (start/end date)? \_\_\_\_\_

Please list any hours/days you cannot or will not work: \_\_\_\_\_

Are you able to accept overtime if needed? \_\_\_\_\_

Can you establish proof that you may be lawfully employed in this country because of citizenship or immigration status? (proof of citizenship or immigration status will be required upon employment) YES \_\_\_\_\_ NO \_\_\_\_\_

**Educational History**

	Name	Location	Grade Completed	Dates Attended	Date Graduated	Degree Received
High School						
College						
Vocational/Skill						

Other applicable skills : \_\_\_\_\_

**Employment Work History**

Please list your last four employers, starting with the most recent.

Are you currently employed?    Y / N    If so, may we contact your current employer?    Y / N

Employer Name: _____		Telephone: _____	
Address: _____			
Street	City / State	Zip Code	
Date Started: _____	Salary: _____	Starting Position: _____	
Date Ended: _____	Salary: _____	Ending Position: _____	
Supervisor Name: _____		Reason for leaving: _____	

Employer Name: _____		Telephone: _____	
Address: _____			
Street	City / State	Zip Code	
Date Started: _____	Salary: _____	Starting Position: _____	
Date Ended: _____	Salary: _____	Ending Position: _____	
Supervisor Name: _____		Reason for leaving: _____	

