



JOB POSTING

Travel Coordinator

We are looking for a **Travel Coordinator** to join our team in our **Flight Operations department**. Custom Helicopters Ltd. provides helicopter support to clients for various applications, while providing high-quality services with a commitment to safety, quality, and value.

The Travel Coordinator reports to the Director of Operations and is responsible for coordinating business travel needs for employees, while identifying cost-effective and efficient travel arrangements, in accordance with internal company policy. The Travel Coordinator serves as a general resource and point of contact for travel-related issues and assists employees with travel-related issues, questions, or concerns. The Travel Coordinator researches, negotiates, and secures rates with airlines, hotels, and other suppliers.

Responsibilities:

- Coordinate all approved travel arrangements and reservations, as well as align travel to crew change requirements, all within budgetary requirements.
- Arrange hotel accommodations and/or organize crew housing accommodation availability.
- Research and compare available travel and hotel accommodations to identify the best option for each travel requirement.
- Distribute travel itineraries to all appropriate staff and advise travelers of any need for specialized travel documents (i.e., passports or Visas), or requirements (i.e., COVID-19 testing or travel letters).
- Manage last-minute travel or accommodation change requests due to changes or weather delays.
- Obtain approval from management for travel requests that exceed established limits.
- Support crew by maintaining situational awareness of fleet movement requirements.
- Conduct reconciliations, track all travel-related receipts, and distribute them to appropriate departments.
- Monitor and facilitate the use of company credit cards and applicable rewards and/or loyalty programs.
- Record all travel bookings in Travel Tracker spreadsheet, or other software programs.
- Develop and manage supplier contracts to the benefit of the company.

Qualifications:

- High school diploma required. Travel Counsellor education, or another related field, is preferred (a combination of education and/or experience may be considered).
- Travel experience, with knowledge in remote travel and aviation experience is considered an asset.
- Proficient in Microsoft Office and various mobile technologies, with strong computer skills.
- Excellent interpersonal skills with the confidence to influence all external and internal stakeholders, using effective communication skills.
- Self-motivated and possess strong organization and time management skills, with attention to detail.

The successful candidate must provide a satisfactory Criminal Record Check, preference for verification of full vaccination against COVID-19 and have a valid Manitoba Driver's License.



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Custom Helicopters Ltd. promotes a highly skilled workforce built on mutual respect, supporting personal and professional growth. We offer a competitive salary, along with a comprehensive employee benefit and Pension Plan, and Employee Share Purchase Plan.

Submit your resume to Human Resources at careers@customheli.com. Quote Job Reference: **27-24, Travel Coordinator.**
