

Logistics & Maintenance Coordinator

Last Frontier Heliskiing is seeking a solution-oriented and self-motivated individual to join our team as a Logistics & Maintenance Coordinator at our Ripley Creek location in Stewart, BC.

In this hands-on role, you'll work closely with the Ski Technician to support the daily logistics of our heliskiing program—including guest transportation, and equipment maintenance and coordination. You'll also be responsible for facility upkeep of all buildings and facilities operated by Last Frontier Heliskiing in Stewart during the winter months, which includes identifying and addressing maintenance issues proactively, to ensure everything behind the scenes runs smoothly.

This is a multi-faceted position with close involvement in both the guest ski program and daily lodge operations, reporting to the Lodge Manager and Operations/Guiding Manager. We're looking for someone who thrives in a remote, fast-paced environment, takes initiative, and excels at creative problem solving—especially when plans change or challenges arise.

With a wide variety of responsibilities and a significant daily workload, the right candidate must demonstrate strong time management and prioritization skills. You'll need to balance competing demands efficiently—whether it's coordinating guest transfers, managing equipment logistics, or troubleshooting facility issues—while maintaining a calm, professional demeanor and consistently delivering a high standard of service.

Essential Duties and responsibilities

- Act as daily driver for guest transfers, alongside the Ski Tech
- Coordinate, load, and deliver guest lunches to the helipad on time each morning
- Perform daily upkeep of hot tub and pellet stoves, with troubleshooting as needed
- Support helicopter operations with fuel monitoring & refueling
- Act as backup radio dispatch for heliskiing operations
- Maintain and coordinate guest-use bicycles
- Set up welcome presentations and assist with guest arrivals
- Manage regular recycling and waste disposal routines
- Lead on general building upkeep and maintenance
- Anticipate operational or maintenance needs and address issues before they arise
- Take initiative to improve systems and contribute to a safe, smooth operation
- Assist with incident response plan, and remain calm in the case of an emergency situation
- Contribute to a positive guest experience in everything you do

Preferred Skills and Core Competencies

- Valid Class 5 driver's license (or higher)
- Experience driving in winter conditions (preferred)
- Proven ability to work independently and take initiative
- Strong creative problem-solving and troubleshooting skills
- Ability to lift up to 25lbs and stand for extended periods
- Comfortable working in a fast-paced, team-oriented environment
- Positive attitude with strong interpersonal and communication skills
- Experience in maintenance, logistics, or remote operations an asset
- Additional languages are an asset
- Passion for the adventure and the outdoors is welcomed
- A friendly, outgoing personality is an asset
- An energetic, flexible approach and positive attitude at all times
- Practical thinker with creative problem-solving skills
- Previous experience based in a remote lodge environment is an asset
- Previous experience working in a high-end guest focussed environment is an asset

Working conditions

This is a seasonal, live-on-site position based in remote Northern BC. Working rotations are based on a 3-week on, 1-week off schedule, working 10hrs per day. Lodging and all meals are provided while working.

Transport between the lodge and Terrace or Smithers is provided for your time off. Subsidized accommodation and lift passes are available in Smithers for your scheduled time off.

Please note we are unfortunately not able to accommodate pets.

If you have a passion for the outdoors, enjoy putting a smile on people's faces, and thrive in a fast-paced environment, we look forward to hearing from you!