

Dispatcher – Winter 2026/27

Responsibilities:

- Assist with mountain communications via radio and telephone
- Answer calls from guests, staff, others, and communicate efficiently with all departments and EMS, etc., when required
- Document all tasks pertaining to the position
- Provide accurate resort information to staff and guests
- Desk-based job with daily custodial duties including: cleaning, sanitizing, sweeping, mopping, and laundry
- Assist with projects from the manager or supervisor such as filing, accident investigations, sourcing materials, ordering, and document preparation
- Ability to multitask and communicate incident responses in a calm and efficient manner
- Assist with other duties as assigned
- Reports to snow safety manager and patrol supervisors

Requirements:

- Microsoft Office competency
- Handwriting and/or digital record keeping
- Customer service experience
- Must be able to hear and speak clearly for communication using radios and phones
- If applicable, must have a valid Working Holiday Visa

Assets:

- Previous dispatch experience
- VHF radio experience
- Multi-line phone experience
- Second language

If interested, please email a Resume/CV and a cover letter to skipatrol@banffnorquay.com

Due to the number of applicants, only those who make it to the interview round will be contacted in August through September or until the position is filled.