



## JOB POSTING

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### Flight Operations Administrator

What you need, when you need it! We are looking for a **Flight Operations Administrator** 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.

Reporting to the Flight Operations Support Manager, you will be responsible for facilitating and maintaining the administrative and documentation processes of the Flight Operations department. This includes maintaining crew schedules, coordination of logistics, and ensuring that administrative support operations are conducted in a professional and timely manner. As the ideal candidate you will facilitate and develop inter-departmental process improvements that increase efficiencies and provide input to assist in the establishment or modification of existing procedures and/or business practices related to flight operations, as well as revenue-related administrative and data processes of the department, including flight operation data collection, billing resolution, and other fleet tracking and movement tasks.

#### Qualifications:

- Diploma in business administration with an accounting or finance focus, or a related field, with two (2) or more years of experience. Aviation industry experience is considered an asset (a combination of education and/or experience may be considered).
- Excellent communication and interpersonal skills with the confidence to influence internal stakeholders and external bodies.
- Proficient computer abilities; including Microsoft Office (Word, PowerPoint, Excel, and Outlook), and other mobile technologies.
- Strong understanding of data administration and management functions, and data analysis procedures.
- High level of accountability with sound analytical thinking, planning, and prioritization skills.

The successful candidate must be willing to provide rotational on-call supports which will include evenings and weekends and provide a satisfactory Criminal Record Check.

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 cover letter and resume to Human Resources at [hr@customheli.com](mailto:hr@customheli.com). Quote Job Reference: **14-22, Flight Operations Administrator**.

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