



### Technical Records Clerk

What you need, when you need it! We are looking for a **Technical Records Clerk** to join our team in our Maintenance 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 Technical Records Supervisor, you will be responsible for the efficient and effective administration and storage of electronic and paper-based information. This includes document management, recording, preservation, controlling, archiving, and retrieving of continuous airworthiness records and delivery documents in accordance with any relevant standards or regulations. As the ideal candidate, you will be accountable to ensure timely and accurate uploading of information into the technical records recording system and make sure that tasks are carried out in a concise and consistent manner ensuring company operations are supported as required.

#### Qualifications:

- Post-secondary education in records management or office management, with two (2) years of relevant experience, preferably in the aviation field (a combination of education and/or experience may be considered).
- Experience in tactically applying records management principles and practices, specifically in the area of records retention and disposition.
- Strong computer abilities; proficient in Microsoft Office, with experience in using electronic document/records repositories, such as WinAir.
- Effective time-management skills with ability to meet tight deadlines and achieve targets in a team environment.
- Demonstrated team player with excellent interpersonal skills, maintaining a high level of integrity, confidentiality, and accountability, with the ability to develop and lead a team.
- Sound planning, listening, communication, organizational, and delegation skills, with attention to detail and a high degree of accuracy.

The successful candidate must 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: **19-22, Technical Records Clerk.**