



## JOB POSTING

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### Human Resource Coordinator

What you need, when you need it! We are looking for a full-time **Human Resource Coordinator** to join our team in our Human Resources 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 Vice President, Human Resources, you will be responsible to perform a range of duties supporting the Human Resource (HR) Department by providing best practices and human resources solutions that support the business and various departments within the company. As the ideal candidate, you will be a self-starter and work well independently and part of a team, building relationships with key business partners and employees.

To start, a significant aspect of your role will focus on the recruitment and selection process including posting job ads, sourcing candidates, conducting interviews, checking references and issuing employment contracts. Your other responsibilities will include other HR functions such as policies and procedures, orientation and training, employee relations, regulatory compliance, administrative duties, recordkeeping and other HR programs.

#### Qualifications:

- Diploma or Degree in Human Resource Management, with a minimum of two (2) years of experience as a Human Resource Coordinator (other progressive roles may be considered), or an equivalent combination of education and experience.
- Working towards CPHR designation is considered an asset.
- Innovative thinker, with excellent communications skills.
- Highly organized and detail-oriented, while using effective time management skills.
- Proficient in MS Office and payroll/HRIS software programs.

The successful candidate must provide a satisfactory Criminal Record Check and have a valid Manitoba Driver's License.

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: 22-22, Human Resource Coordinator**.

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