



## JOB POSTING

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### Office and Department Administrators

What you need, when you need it! We are looking for **Office and Department Administrators** to join our team in our various departments. Custom Helicopters Ltd. provides helicopter support to clients for various applications, while providing high-quality services with a commitment to safety, quality, and value.

As an Administrator, you are responsible for providing administrative support for the office or department you work in. You will act as a first point of contact for incoming questions, concerns or inquiries and be accountable for ensuring tasks are carried out in a concise and consistent manner, ensuring company operations are supported as required. This includes an efficient approach to a variety of tasks such as, but not limited to, answering phones, responding to inquiries, greeting customers, coordinating and communicating company/department activities, scheduling appointments, maintaining supplies and records, and drafting, editing and responding to correspondence. Timeliness, integrity and strong attention to detail are essential to these roles.

#### Qualifications:

- Post-secondary education in Business Administration is preferred, with related job experience. A combination of education and experience will be considered.
- Excellent customer service, interpersonal, written, and verbal communication skills.
- Proven planning, organizational, and time management skills, with strong attention to detail and the ability to multi-task.
- Proficient in Microsoft Office products, including Excel, Word, Outlook, and PowerPoint, with an aptitude to learn new software and systems.
- Knowledge of basic accounting and bookkeeping systems and practices and supplies, equipment, and/or services ordering.
- Meticulous records maintenance skills with the ability to maintain filing systems, databases, and basic diary/minutes management.

The successful candidate must provide a satisfactory Criminal Record Check and verification of full vaccination against COVID-19 is preferred.

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: **28-22, Office and Department Administrators**.

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