



JOB POSTING

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 Manager, Flight Operations Support, the Flight Operations Administrator is responsible for planning and overseeing administrative supports for the Flight Operations (Ops) Centre. This includes coordinating and communicating department activities, scheduling appointments, and reviewing and editing time-sensitive correspondence, as well as performing clerical duties including photocopying, faxing, mailing and basic bookkeeping functions. As the ideal candidate you will be first point of contact for the Flight Ops Centre, responding to incoming calls and inquiries. You will be accountable for ensuring tasks are carried out in a concise and consistent manner, ensuring Flight Ops Centre operations are supported, as required.

Qualifications:

- Post-secondary education is preferred, with proven related experience. A combination of education and experience will be considered.
- Excellent communication and interpersonal skills with the confidence to influence internal stakeholders and external bodies.
- High level of accountability with sound analytical thinking, planning, and prioritization skills.
- 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.
- Ability to obtain and maintain Controlled Goods certification (requires Canadian Citizenship or Permanent Residency).

The successful candidate must provide a satisfactory Criminal Record Check and have a valid Driver's License. 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. Quote Job Reference: **01-23, Flight Operations Administrator**.
