



JOB POSTING

Maintenance Administrator

What you need, when you need it! We are looking for a **Maintenance Administrator** 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 Vice President, Maintenance, as the Maintenance Department Administrator you will be responsible for planning and overseeing administrative supports for the Maintenance department. As the ideal candidate, you will act as a first point of contact for incoming questions, concerns or inquires for the Maintenance department and ensure tasks are carried out in a concise and consistent manner ensuring the Maintenance department operations are supported, as required. This includes coordinating and communicating department activities, arranging for travel plans, scheduling appointments, assisting with training tracking, and reviewing and editing time-sensitive correspondence.

Qualifications:

- Post-secondary education is preferred, with proven related experience. A combination of education and experience may be considered.
- Excellent customer service, interpersonal, written, and verbal communication skills with the ability to communicate to all clients, visitors, levels of the organization, and its executive team.
- High level of accountability with sound analytical thinking, planning, and prioritization skills.
- 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, with an understanding of supplies, equipment, and/or services ordering, as well as inventory control of these items.

The successful candidate must provide a satisfactory Criminal Record Check. Verification of full vaccination against COVID-19 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: **02-23, Maintenance Administrator**.
