



### 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 aircraft 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:

- High school diploma or equivalent preferred.
- Strong computer abilities: proficient in Microsoft Office, with experience with WinAir preferred.
- 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.
- Ability to work independently and utilize company resources to adhere to company policies and procedures.
- 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: **04-23, Technical Records Clerk**.

---