



JOB POSTING

Aircraft & Crew Scheduler

What you need, when you need it! We are looking for an **Aircraft & Crew Scheduler** 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 Director, Operational Support, you will be responsible for the management and scheduling of aircraft for maintenance and flight operational purposes and the coinciding crew that operate and maintain the aircraft. This includes logistical coordination and administration. The Aircraft & Crew Scheduler is further accountable for ensuring clear and concise communication with key stakeholders in the execution of these services, ensuring operations are coordinated in a compliant, professional, and timely manner.

Qualifications:

- Diploma or degree in operations management would be preferred.
- Experience as a Pilot or Engineer would be considered an asset.
- Strong leadership skills, with a focus on operations and business processes.
- Excellent communication and interpersonal skills with the confidence to influence internal stakeholders, coupled with strong organization and time management skills.
- Proficient computer abilities; including Microsoft Office (Word, PowerPoint, Excel, and Outlook), and other mobile technologies.
- High level of integrity, confidentiality, and accountability with sound analytical thinking, planning, prioritization, and execution skills.
- Clear and solid understanding of personnel policies, practices, and procedures and other operational issues faced by the department.

The successful candidate must provide a satisfactory Criminal Record Check. 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: **05-23, Aircraft & Crew Scheduler**.
