JOB POSTING

Aircraft Records Administrator

We are looking for an **Aircraft Records 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 Technical Records Manager, the Aircraft Records Administrator is 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. The Aircraft Records Administrator is further 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.

Responsibilities:

- Administer all aircraft technical records and associated archives as per regulatory requirements.
- Accurately record technical record information from the helicopter fleet and maintain tool calibration records.
- Ensure all administrative requirements relating to the management of technical records information is completed, including cataloguing, and managing documents, records, and information.
- Organize aircraft files and ensure that all records are accounted for, including adding new material/information to existing files and records, and creating new files and records as necessary.
- Communicate any discrepancies to the Technical Records Manager to ensure compliance with all component and aircraft limitations.
- Liaise with crew in the field as required to ensure technical records information is accurate and timely.
- Work closely with the Technical Records Manager and local maintenance personnel to develop best practices and identify the most efficient solutions to managing technical records.
- Ensure that all received electronic media are filed appropriately within the technical records recording system (WinAir).
- Eliminate unnecessary or outdated materials, transferring them to inactive storage according to file maintenance and in accordance with legal guidelines.
- Maintain the highest level of customer service and access documentation as necessary or upon request, either internally or externally, ensuring that materials and information are given only to authorized users.
- Ensure compliance with relevant legislation and regulations and report non-compliances in Safety Management System (SMS).
- Perform other duties as assigned.

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.
- Self-motivated, assertive, and results-oriented with a focus on quality of information.
- Ability to problem solve and work in a rapidly evolving and dynamic 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.
- Proven dependability with a high regard for safety management.
- 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**. Quote Job Reference: **01-24, Aircraft Records Administrator**.