



JOB POSTING

Aircraft Inventory Specialist

We are looking for an **Aircraft Inventory Specialist** 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 Stores Manager, the Aircraft Inventory Specialist will be responsible for the coordination of shipments, procurement of parts and services; receives shipments and organizes inventories; forecasts demand, responds to changes in demand, and works to improve supply chain processes of the organization.

Responsibilities:

- Ensure aeronautical products in stores have been properly received, inspected, identified, and issued in accordance with Transport Canada Advisory Circular (AC) 571-024.
- Pull and issue parts and materials from stock and return unused parts back to stock.
- Monitor inventory shelf-life controls, and Spares Kits for location, cleanliness, and shelf-life control.
- Review min/max levels routinely to ensure levels are accurate and in line with company fleet requirements.
- Provide cross-functional support to the department.
- Arrange outgoing shipments to remote bases, including freight shipments and Dangerous Goods. Assist with inbound shipments, as may be required.
- Work with brokers and customs officials to ensure timely clearance of international shipments.
- Make strategic, logistical decisions to ensure on time delivery of parts and materials to remote bases. Assist in stock transfers, including base-to-base parts and supplies transfers.
- Review aircraft part removals to determine best course of action to meet aircraft or min/max needs.
- Routinely review outstanding orders to ensure timely delivery and monitor outstanding Core Due commitments to ensure on time return.
- Monitor upcoming fleet requirements to ensure on time delivery, follow up with backorders.
- May perform other duties as assigned.

Qualifications:

- Post-secondary education in logistics and/or supply chain management, Inventory Management are considered an asset.
- Knowledge in business, accounting, operations, and aviation-based stores/inventory operations.
- Excellent communication skills with the ability to communicate effectively with all levels within the organization, including external stakeholders.
- Proficient computer abilities, including Microsoft Office (Outlook, Excel, Word), and aviation-related software programs (e.g. WinAir).
- Strong organizational, planning, and time management skills, with attention to detail and the ability to work with minimal supervision.

The successful candidate must provide a satisfactory Criminal Record Check and have a valid Driver's License.

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 careers@customheli.com. Quote Job Reference: **09-24 - Aircraft Inventory Specialist**.