



## JOB POSTING

### Operations Equipment Coordinator

We are looking for an **Operations Equipment Coordinator** 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.

The Operations Equipment Coordinator reports to the Chief Pilot and is accountable for day-to-day management and coordination of all operations equipment and tooling that is not permanently affixed to an aircraft. The Operations Equipment Coordinator is further accountable for ensuring that all operations equipment and tooling is accounted for, tracked, repaired, calibrated, and warehoused in accordance with company standards.

#### Responsibilities:

- Manage company operations equipment and tooling with minimal negative impact to the environment and in a cost-effective manner.
- Support all pilots and engineers by ensuring that all required operations equipment and tooling is serviceable and ready for issuance when required and ensure issuance and return procedures are developed and adhered to.
- Upon completion of operational needs ensure all operations equipment and tooling is returned for warehousing.
- Transfer operations equipment and tooling between pilots and/or engineers through a proper hand-off procedure. Ensure that all instructions and procedures are adhered to.
- Respond to any administrative requests and/or concerns relating to operations equipment and/or tooling.
- Conduct any required repairs to damaged operations equipment and/or tooling, organize the outsourcing of repairs or calibration requirements.
- Improve visibility of all operations equipment and tooling located in the field including quantities, and serviceability status.
- Ensure operational efficiencies are achieved pertaining to the logistics of operations equipment and tooling, shipping and/or moving of equipment between locations.
- Reduce equipment expenditure, support budget process through identification of future needs, and ensure all equipment is in good condition and ready for field work.
- May perform other duties as assigned.

#### Qualifications:

- High school diploma or equivalent; additional education or certification in operations management or a related field preferred.
- Previous experience in warehousing, equipment coordination or a related field.
- Must be self-motivated, with strong analytical skills and attention to detail.
- Excellent organizational, time management, communication, and interpersonal skills.
- Ability to work effectively in a fast-paced, dynamic environment.
- Proficiency in computer applications such as MS Office and inventory management software

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 [careers@customheli.com](mailto:careers@customheli.com). Quote Job Reference: **15-24, Operations Equipment Coordinator**.