

JOB POSTING

Maintenance & Technical Services Administrator

We are looking for a Maintenance & Technical Services Administrator to join our growing team. 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 Vice President of Maintenance, this role provides essential administrative support for the Maintenance department including technical document processing, database administration and vendor liaison.

The Maintenance Technical Services Administrator ensures smooth departmental operations, maintains accurate records, and provides inter department support when needed.

➤ Responsibilities:

- Provide administrative support to the Maintenance department, including database administration, vendor correspondence subscription services.
- Schedule and coordinate meetings, appointments, travel plans, and departmental events.
- In collaboration with Technical Librarian, support technical documentation production (creating, formatting, and distributing) using document managing software and databases.
- Assisting the aircraft technical records department by assisting with updating records, archiving and filing.
- Coordinate maintenance vendor events by preparing and issuing purchase / service orders and coordinating requirements with stakeholders. (Maintenance, HR, travel, planning etc.)
- Provide administrative support to maintenance managers for engineer and apprentice uniforms, training and qualification records.
- Liaise with department managers to ensure documentation meets operational needs and implement corrective actions for audit findings.
- Create or update procedures and user guide for administrative tasks to ensure consistence and efficiency in execution of tasks.
- Reconcile maintenance department expenses.
- Provide additional administrative tasks as assigned to support departmental goals.

➤ Qualifications:

- High school diploma required is required; post-secondary education (administrative assistant, business administration, project management or similar) is an advantage.
- 3 - 5 years' experience in aviation or a related administrative/documentation role is preferred.
- Proficiency in Microsoft Office Suite and document management systems.
- Technical writing and related software experience is an asset.
- Strong organizational, communication, and time management skills.
- Ability to manage multiple projects and maintain meticulous records.

➤ Working Conditions:

- Busy office setting, in a general office environment (work is generally sedentary in nature).
- Interact with employees, various management levels and the public at large.
- Ability to lift up to 30 lbs.
- Overtime may be required.

**APPLY
NOW**

<https://www.customheli.com/careers/>

Why Custom?

Custom Helicopters promotes a highly skilled workforce built on mutual respect, supporting personal and professional growth. We offer:

- Competitive Compensation
- Full benefits
- Pension plan
- Employee share purchase plan

At Custom Helicopters, we are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels valued and respected. We believe that a variety of perspectives and backgrounds strengthen our team and contribute to our success. We welcome applications from all qualified candidates, regardless of their background.

Application Deadline: July 29, 2025

Compensation: \$50,000/yr - \$60,000/yr



Safety. Quality. Value