

# JOB POSTING

## Maintenance Support Associate

We are looking for a Maintenance Support Associate 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.

The Maintenance Support Associate reports to the Base Supervisory Engineer (Base SE) and is accountable for day-to-day management and coordination of maintenance tools, equipment and facilities in support of Aircraft maintenance activities. The Maintenance Support Associate is further accountable for ensuring that all maintenance equipment is accounted for, tracked, stored, repaired, calibrated and warehoused in accordance with company standards.

### ➤ Responsibilities:

- Provide support for aircraft maintenance activities
- Ensure company owned maintenance tools and equipment are tracked, stored and maintained.
- Develop, document and manage processes to ensure tools and equipment are serviceable and in good condition, available and delivered when and where required.
- Conduct repairs to damaged maintenance equipment and / or facilities. If required, arrange repairs by vendors using approved procedures for quotes, purchase / service orders and track progress.
- Manage tool calibrations from receiving, updating calibration requirements and tracking shipment to and from vendors.
- Ensure hangar facilities are maintained in a tidy and orderly manner. Report on and conduct / facilitate corrective actions of any issues.
- Respond to any administrative requests and / or concerns relating to maintenance equipment and facilities.
- Assist with receipt and dispatching of goods including tooling, bulk shipments, spares and oversize components.
- Improve visibility of all maintenance or facilities related equipment located in the field including quantities, and serviceability status.
- Ensure operational efficiencies are achieved pertaining to the logistics of maintenance equipment, shipping and/or moving of equipment between locations.
- Provide support for maintenance, licensing and insurance for allocated company vehicles.
- When required, support logistics team by collecting or delivering goods using company owned or rental vehicles.
- Reduce equipment expenditure and support budget process through identification of future needs.
- Function as the main point of contact for all maintenance equipment and tooling needs.
- May perform other duties as assigned.

### ➤ Qualifications:

- High school diploma or equivalent; additional education or certification in operations management or a related field preferred.
- Class 5 drivers license
- Previous experience in aircraft maintenance or hangar support, warehousing, equipment coordination or a related field a benefit.
- Must be self-motivated, with strong analytical skills and attention to detail.
- Excellent organizational and time management skills.
- Ability to work effectively in a fast-paced, dynamic environment.
- Effective communication and interpersonal skills.
- Proficiency in computer applications such as MS Office and inventory management software.

### ➤ Working Conditions:

- Work may require weekend and/or evening work.
- Ability to lift and carry up to 50 pounds.
- Ability to stand, walk, and bend for extended periods.
- Ability to work in a variety of environmental conditions, including exposure to noise, and dust.

Safety. Quality. Value

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: August 12, 2025

