

# JOB POSTING

## Aircraft Records Administrator

We are looking for an Aircraft Records Administrator to join our 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.

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 of documents in accordance with Canadian aviation 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.
- 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 Regulatory Compliance 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 Regulatory Compliance 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- Eliminate unnecessary or outdated materials, transferring them to inactive storage according to file maintenance and in accordance with legal guidelines.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 the Safety Management System (SMS).
- Perform other duties as assigned.

### ➤ Qualifications:

- High school diploma or equivalent preferred.
- Strong applied math skills.
- 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.
- 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.
- Sound planning, listening, communication, and organizational skills.
- Proven dependability with a high regard for safety management.
- Attention to detail and a high degree of accuracy.

Safety. Quality. Value

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### 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: September 19, 2025

