

# JOB POSTING

## Operations Admin Support

We are looking for an Operations Admin Support 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.

Reporting into the Manager of Operations, the Operations Admin Support position is accountable for facilitating and maintaining revenue-related administrative functions and data processes for Flight Operations.

### ➤ Responsibilities:

- Support Flight operations with a dynamic environment.
- Conduct daily audits of flight reports, flight tracking reports, dispatch logs, ledgers, project sheets, material packages, and related data for accuracy, and follow-up on errors or omissions.
- Efficiently organize, store and analyze data with attention to security and confidentiality.
- Ensure adequacy, accuracy and legitimacy of data. Review data, from both internal and external databases, for inconsistencies or anomalies.
- Ensure data is collected, input, verified, stored, managed and analyzed correctly, billing resolution, and other fleet tracking and movement tasks.
- Complete daily reconciliation of vouchers and warrants, including identifying discrepancies and maintaining a log of outstanding items.
- Coordinate follow-ups with ISC and participate in daily update meetings with the Manager of Operations and Revenue Analyst.
- Ensure that information flows timely and securely to and from the organization, as well as within.
- Facilitate and develop inter-departmental process improvements that increase efficiency and provide input to assist in the establishment (or modification of) existing procedures, and/or business practices related to flight operations.
- Process payments on POS machine for ESS as required.
- Provide cross-functional support to other teams and/or departments.
- Daily Voucher and Warrant Matching from the entries in the Portal/Interface
- Identify discrepancies or issues with the matched vouchers
- Assist the revenue analyst as required with requesting missing vouchers/warrants
- Frequent meetings with Manger of Operations and Revenue Analyst for updates
- Other duties as assigned by Manager.

### ➤ Qualifications:

- Attention to Detail – Meticulous and accurate in reviewing data and identifying discrepancies.
- Problem Solving – Strong analytical skills to resolve revenue and billing issues.
- Collaboration – Effective in cross-functional teamwork, especially with Operations, Finance, and Commercial departments.
- Time Management & Prioritization – Capable of managing competing deadlines and multitasking efficiently.
- Technical Skills – Proficiency in spreadsheet tools (e.g., Microsoft Excel); familiarity with Cirro and other revenue software is an asset.

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: September 19, 2025

