

JOB POSTING

Office Administrator

We are looking for an Office 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.

Reporting to the VP of Corporate Operations, the Office Administrator is responsible for planning and overseeing administrative support and office services for the company. The Office Administrator is accountable for ensuring tasks are carried out in a concise and consistent manner ensuring company operations are supported as required. This includes coordinating and communicating office activities, reception duties, office shipping and receiving, office equipment contract management, supplies, and general troubleshooting. Timeliness, integrity and strong attention to detail are essential to this role.

➤ Responsibilities:

- As first contact for clients and visitors, always maintain a professional image and demeanor, as well as with all employees, management, and executives.
- Courteously answer, screen, and manage inbound telephone calls and inquiries.
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Prepare documents including correspondence, reports, memos, and emails. Assist with presentation preparation.
- Perform clerical duties including photocopying, faxing, mailing and basic bookkeeping functions.
- Handle internal requests for information and data and provide departmental administrative/office support as required.
- Ensure adequate general office and kitchen supplies, office stationery, office furniture, and other equipment as required, while maintaining inventory and meeting fiscal responsibilities. Place orders as needed and coordinate the maintenance of office equipment.
- Schedule, arrange and/or coordinate meetings, and appointments.
- Assist with the coordination of departmental programs, such as seminars, workshops, special projects, and events. Coordinate departmental office activities.
- Assist in the management of building security, such as the assignment of keys and facility access cards/codes for approved personnel.
- Manage office janitorial, cleaning, repair, and maintenance service provider contracts and service level agreements.
- Maintain the reception area, storage room and kitchen(s) in a tidy and presentable manner.
- Maintain a high level of confidentiality in all interactions.
- May perform other duties as assigned.

➤ Qualifications:

- High school diploma, GED, or equivalent required, with proven related experience. Business Administration Certificate or Diploma preferred. A combination of education and experience may be considered.
- Excellent customer service, interpersonal, written, and verbal communication skills with the ability to communicate to all clients, visitors, levels of the organization, and its executive team.
- Proven planning, organizational, and time management skills, with strong attention to detail and the ability to multi-task in a fast-paced work environment.
- Proficient in Microsoft Office products, including Excel, Word, Outlook, and PowerPoint, with an aptitude to learn new software and systems.
- Knowledge of basic accounting and bookkeeping systems and practices, with an understanding of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Meticulous records maintenance skills with the ability to maintain filing systems, databases, and basic diary/minutes management.

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<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: December 3, 2025



Safety. Quality. Value