

JOB POSTING

Aircraft Materials Manager (Inventory & Logistics)

Reporting to the Senior Director, Planning Logistics, & Procurement, the Materials Manager is responsible for managing daily operations related to aircraft inventory, tooling, shipping and receiving, AOG logistics, and warehouse standards to ensure parts and materials are available efficiently and effectively to meet business needs. This role supports Maintenance by delivering timely & reliable service, ensuring all receiving, shipping, & inventory practices meet Transport Canada requirements. The Materials Manager also leads the Stores team, maintains strong communication with stakeholders, contributes to operational efficiency through data-based decision making, logistical coordination, and continuous improvement. The role ensures regulatory compliance, maintains high data & inventory accuracy, ensures early detection of performance gaps, leads cross-functional improvements, & develops staff capabilities to support operational reliability.

➤ Responsibilities:

- Ensure all receiving, storage, certification, documentation, and handling practices comply with internal guidelines and all regulatory requirements.
- Lead the Stores team responsible for performing all daily operational tasks including issuing parts, receiving inventory, completing transactions, maintaining inventory levels, and shipping/receiving materials in a timely, accurate and cost-effective manner.
- Lead Stores response during AOG/urgent events by directing team execution of rapid sourcing, prioritization, and shipment of critical parts and tooling.
- Monitor workload distribution and adjust staffing, priorities, and assignments to ensure operational coverage and prevent bottlenecks while ensuring that the Stores team has the tools, information, and training needed to perform their roles effectively.
- Build a culture of accountability, empowerment, strong customer service and escalation ensuring issues are raised and resolved appropriately rather than completed by the Manager.
- Identify early signs of departmental performance decline through proactive review of KPIs, operational data, and workflow bottlenecks.
- Develop and implement process improvements/corrective actions with Maintenance Planning, QA, Purchasing, and Operations, and monitor results to ensure improvements are sustained.
- Understand upstream and downstream processes impacting Stores performance, build strong cross-functional communication and collaboratively implement strategies for continuous improvement.
- Lead the cycle count program, ensuring full coverage within the established rotation and timely reconciliation of variances.
- Maintain strong communication with Maintenance Planning to ensure required parts and tools are delivered to the correct location at the correct time.
- Develop, maintain, and enforce Stores SOPs, workflows, process maps, training materials, and visual work instructions.
- Analyze operational trends such as stockouts, emergency purchases, slow-moving items, freight costs, and cycle count variances to drive improvements.
- Support organizational initiatives including MRO/ERP improvements, consignment inventory programs, and integration of newly acquired aircraft/bases.
- Maintain and continuously develop deep understanding of MRO/ERP (WinAir), always looking for new ways to utilize the system and data to make fact-based decisions, gain insights, and improve operational efficiency and effectiveness.
- Provide ongoing coaching, performance reviews, and development opportunities to support team capability and growth.
- Perform other duties as required to support safe, efficient, & compliant Stores operations.

➤ Qualifications:

- Proven ability to manage daily inventory, logistics, and warehouse operations with accuracy and timeliness, ensuring seamless support for company needs and delivering exceptional internal customer service.
- Post-secondary education in Supply Chain, Business, Aviation, or a related field (or equivalent).
- 5+ years of experience in inventory control, logistics, warehouse operations, or supply chain.
- 3+ years of leadership or supervisory experience in an operational environment, with a focus on driving team performance, maintaining efficient workflows, meeting deadlines, and ensuring compliance with company and regulatory standards.
- Experience in a regulated industry (aviation preferred but not required).
- Strong communication skills and ability to build effective relationships across departments.
- Demonstrated ability to take a proactive, self-driven approach to identifying opportunities for process improvement while maintaining operational excellence and service quality.
- Ability to coach staff, set expectations, and hold team members accountable.
- Solid understanding of inventory accuracy, cycle counting, and root-cause investigation.
- Experience with inventory or MRO systems (WinAir, SAP, AMOS, Quantum, or similar).
- Strong analytical skills with the ability to track and interpret KPIs.
- Ability to remain organized, decisive, and responsive during time-sensitive or AOG situations.
- Strong decision-making and problem-solving skills to address operational issues promptly and maintain continuity of service.
- Proficiency with Microsoft Office, especially Excel.
- A valid Driver's License.

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Application Deadline: February 8, 2026



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