

JOB POSTING

Human Resources Coordinator

We are looking for a Human Resources Coordinator 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 HR Leadership, the Human Resources Coordinator performs a range of duties supporting the Human Resources Department by providing best practices and human resources solutions that support the business and various departments within the company. Duties include functions such as, but not limited to recruitment, policies and procedures, orientation and training, employee relations, regulatory compliance, administrative duties, recordkeeping and other HR programs.

➤ Responsibilities:

- Provide input and support to the human resources department in meeting the general operations and goals of the department and assisting in the day-to-day functions, including responding to internal and external HR-related inquiries or requests.
- Prepare and maintain personnel records and assist the payroll department by providing relevant employee information (e.g. new hires, terminations, leaves of absence, pay adjustments, etc.).
- Maintain current knowledge of employment equity, human rights and Canada Labour Code guidelines and laws.
- Assist the HR department with a variety of issues, such as: legislative requirements, special assignments, training, procedures, research, etc.
- Advise and assist management on interpretation and administration of personnel policies and programs.
- Maintain accurate records and compile statistical reports relating to personnel data (i.e. hires, transfers, vacancy rates, etc.), and maintain recruiting tracking database.
- Provide general information and assistance internally and externally over the phone, electronically and in person.
- Provide recommendations for, or revisions to, policies and processes, providing assistance where required.
- Support the recruitment/hiring process by posting ads, sourcing candidates, conducting interviews, checking references and issuing employment contracts, etc.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Plan, organize and attend recruitment fairs as requested.
- Provide selected candidates with conditional offer of employment (verbal and written), confirm employment and schedule orientation.
- Prepare and compile administrative documents required, before the scheduled new employee orientation and training.
- Support and participate in employee performance, disciplinary actions, and terminations of employment, where required.
- Assist with creating and maintaining job descriptions.
- Provide research as requested.
- May perform other duties and projects as assigned.

➤ Qualifications:

- Diploma or Degree in Human Resources Management, or equivalent experience.
- Working towards CPHR designation is considered an asset.
- A minimum of two (2) years of experience as a Human Resources Coordinator. Other progressive roles may be considered.
- Excellent inter-personal relation skills, in order to work effectively with various locations, managers, candidate personalities, etc.
- Innovative thinker, with excellent communications skills.
- Highly organized and detail-oriented, while using effective time management skills.
- Able to build and maintain lasting relationships with key business partners and employees.
- Highly flexible with the ability to respond quickly in a dynamic and changing environment.
- Self-starter with the ability to take initiative and work well individually and as part of a team.
- Proficient in MS Office and payroll/HRIS software programs.

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: January 20, 2026

