

JOB POSTING

Flight Operations Coordinator

We are looking for a Flight Operations 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 VP, Flight Operations, the Flight Operations Coordinator provides expert operational support to the Flight Operations Management team to ensure safe, compliant, and efficient flight operations. The Flight Operations Coordinator is further accountable to ensure Flight Operations activities are supported with audits, inspections, regulatory submissions, record keeping, safety management tasking, and flight training coordination and development.

➤ Responsibilities:

- Provide operational support to the flight operations management team.
- Assist with operational decision-making, and coordination.
- Support the implementation and monitoring of operational policies, procedures, and manuals.
- Assist with audits, inspections, and regulatory submissions as required.
- Support Flight Training requirements, including scheduling, program improvements, documentation, and overall training development requirements.
- Coordinate with Flight Training and scheduling teams to support seamless operations.
- Support operational communications, bulletins, and updates to flight crews as required by the Flight Operations management team.
- Promote a strong safety culture and support for the Company Safety Management System (SMS)
- Assist with safety reporting, investigations, and corrective actions related to Flight Operations.
- Support operational projects, program rollouts, and procedural changes.
- Assist with the development and revision of operational documentation as required.
- Proactively provide input to improve efficiency, standardization, and operational effectiveness.
- Manage internal requests for information and data and provide departmental administrative support as required.
- Prepare documents including correspondence, reports, memos, forms, and emails.
- Maintain a high level of confidentiality in all interactions.
- May perform other duties as assigned.

➤ Qualifications:

- Aviation-related education and/or equivalent operational experience preferred. Business Administration Certificate or Diploma is preferred. A combination of education and experience will be considered.
- Previous experience in flight operations, or a related aviation role with strong knowledge of aviation regulations, flight operations principles, and flight training would be an asset.
- Excellent customer service, interpersonal, written, and verbal communication skills.
- Proven planning, organizational, and time management skills, with strong attention to detail and the ability to multi-task.
- Strong collaboration and stakeholder management with ability to manage competing priorities in a time-sensitive environment.
- Ability to work independently, using professional discretion and making sound decisions and/or operational judgments is a requirement.
- Proficient in Microsoft Office products, including Excel, Word, Outlook, and PowerPoint, with an aptitude to learn new software and systems.
- Timeliness, integrity, and strong attention to detail are essential to this role.
- Valid Driver's License required.

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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: February 20, 2026



Safety. Quality. Value