

# JOB POSTING

## Aircraft Inventory Specialist

We are looking for an Aircraft Inventory Specialist 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.

The Aircraft Inventory Specialist ensures the accurate and efficient management of aeronautical products, tools, and materials in compliance with Transport Canada regulations and company policies. This role supports maintenance operations by providing timely access to required parts and tools, maintaining inventory accuracy, managing cycle counts, and ensuring proper documentation and reporting. The Aircraft Inventory Specialist plays a critical role in supporting maintenance operations and ensuring compliance with aviation standards. The ideal candidate is detail-oriented, adaptable, and committed to maintaining the highest standards of operational efficiency and safety.

### ➤ Responsibilities:

- Ensure aeronautical products are properly received, inspected, identified, and issued in compliance with Transport Canada Advisory Circular (AC) 571-024 for purchased parts/materials, repairs (internal/external), and tools.
- Pull and issue parts and materials from stock and return unused parts to inventory for all bases.
- Manage ongoing inventory cycle counts, ensuring discrepancies are thoroughly investigated and properly documented. Implement corrective actions as necessary.
- Monitor and maintain inventory shelf-life controls and cleanliness for Spares Kits and ensure proper storage conditions.
- Conduct inventory adjustments and report low or depleted stock levels to the Purchaser.
- Maintain accurate inventory data in the WinAir system, including updating minimum and maximum inventory levels.
- Assist Aircraft Maintenance Engineers (AMEs) with in-person and electronic requests for parts, tools, and materials.
- Respond to and action Tech Records requests, including removing/issuing pick lists to task cards, transferring parts between tasks, and returning unused parts from blue bins back to inventory.
- Support replenishment of Spares Kits and remote base inventory through transfers and adjustments in stock.
- Process the receipt of parts (including unserviceable items from other bases), ensuring proper tagging, system entry, and storage.
- Ensure paperwork for drop shipments to remote bases is received and processed in WinAir.
- Coordinate distribution of tooling to remote bases and maintain the tool assignment in WinAir.
- Conduct/coordinate monthly cabinet audits, follow up with stakeholders to ensure completion, and report on results.
- Manage expired chemical inventory by preparing disposal spreadsheets, arranging for safe disposal, and coordinating with waste management providers (e.g., GFL).
- Process serviceable removed parts (Green Tags) and ensure proper documentation in the system.
- Investigate and document inventory discrepancies, providing detailed reports and root cause analyses to improve processes.
- Ensure tools are properly calibrated, tracked, and distributed to appropriate locations.
- Maintain an organized and clean work area, ensuring safety and efficiency in the workspace.
- Provide cross-functional support to the department, collaborating with other teams to achieve operational objectives.
- Perform other duties as assigned to support department and organizational needs

### ➤ Qualifications:

- 2+ years in inventory management, supply chain, or a similar role within the aviation industry preferred.
- High school diploma or equivalent required; post-secondary education in Supply Chain, Aviation, or a related field is an asset.
- Excellent communication and organizational skills to collaborate effectively with internal teams, vendors, and remote bases.
- Strong focus on accuracy and compliance in inventory and documentation.
- Proficient computer abilities, including Microsoft Office (Outlook, Excel, Word), and aviation-related software programs (e.g. WinAir).
- Strong organizational, planning, and time management skills, with attention to detail and the ability to work with minimal supervision.
- A valid Driver's License is required.
- Familiarity with Transport Canada regulations (e.g., AC 571-024) and aviation parts handling practices is an asset, but not required.

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: March 13, 2026

