

NOTICE OF POSITION AVAILABLE

Operations Administrator

Conair is Canada's most experienced specialty aircraft operations provider, delivering a comprehensive range of aerial fire control products and services to a variety of national and international customers and partners. Our long-standing reputation for providing service excellence makes us an industry leader.

People define Conair and we currently have an opening for a full time permanent Operations Administrator position.

Leveraging your superior administrative and organizational skills, you provide a variety of administrative support duties to the flight operations department.

In this role your duties will include the following:

- Update and maintain status board;
- Maintain operations files, manuals, records and charts;
- Maintain daily computerized records of aircraft and aircrew activities;
- Administer and approve aircrew expense claims;
- Renew/apply for landing permits and radio licenses;
- Maintain and assign exams on Air Maestro;
- Prepare and update pilot start up sheets and pilot contracts;
- Write recurrent training letters to crews in accordance with the CA;
- Approve all field invoices;
- Assist with the preparation for any international work permits/visas;
- Maintain pilot procedure manual;
- Maintain and update pilot training records;
- Support as a duty person if required;
- Other related administrative duties as required.

We are looking for someone with:

- Detail orientated with proven experience maintaining accurate records;
- Ability to organize work effectively;
- Excellent business understanding;
- Strong Microsoft Word and Excel skills;
- Sound communication skills both written and oral;
- Strong team player with the ability to focus on customer requirements in a dynamic environment.

Training/Education:

- Minimum 2 years' administrative experience;
- Previous experience working within the constraints of a Collective Agreement an asset;
- Previous flight dispatch experience an asset;
- Completion of Grade 12.

If you are qualified and interested in this position, please submit your resume to comework@conair.ca by June 18, 2019 with **Operations Administrator** in the subject line.