

NOTICE OF POSITION AVAILABLE

Maintenance Administrator (Temporary Position)

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 10 month temporary Maintenance Administrator position.

As the Maintenance Administrator, you utilize your attention to detail and strong computer skills to complete a variety of administrative duties relating to aircraft technical records, maintenance planning, and work order control. Due to the legal requirements for data accuracy, significant diligence and attention to detail is required. The work completed by this position (aircraft journey log sheets, work packages for maintenance checks, and other technical records) is subject to auditing by Transport Canada.

In this role your duties will include the following:

- Maintain aircraft computer records and the related aircraft technical records in a current and up-to-date manner;
- Research for and assembly of scheduled maintenance packages;
- Work order generation;
- Management of aircraft forecasts, maintenance status, configuration, and fleet utilization reports;
- Complete quality control on work packages, journey log sheets, and other technical documents as required;
- Support and assist maintenance personnel as required (this involves the electronic projects and daily operational technical support);
- Update the aircraft maintenance planning data from maintenance records and flight sheets;
- Transcribe relevant data into the respective technical logbooks and file data into applicable aircraft files;
- Maintain the aircraft, engine, and propeller files in a current and up-to-date manner;
- Maintain archival maintenance records;
- Provide software training to employees as required;
- Other assigned duties as required.

We are looking for someone with:

- Ability to maintain accurate records (data accuracy is essential);
- Must be detail oriented;
- Ability to perform routine mathematical functions;
- Ability to organize work, establish priorities, and meet deadlines;
- Strong command of the English language, both written and spoken;
- Must be a team player and have the ability to deal with people in a polite and courteous manner;
- Proficient in all aspects of business correspondence.

Training/Education:

- High School Diploma or equivalent;
- Experience with MS Office Suite (Word, Excel, and Outlook);
- Elementary knowledge of aircraft parts, general experience in the Aviation Industry and/or experience reading and understanding technical data preferred.

If you are qualified and interested in this position, please submit your resume to comework@conair.ca by June 17, 2021 with **Maintenance Administrator** in the subject line.