

# Job Vacancy Notice

## Internal / External

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<b>Position:</b>	Technical Records Administrator
<b>Location / Department:</b>	Calgary / Technical Records
<b>Reports To:</b>	Supervisor of Technical Records
<b>Closing Date:</b>	September 21, 2018

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### Core Competencies

- Strong Organizational Skills
- Effective Communication Skills
- Strong Attention to Detail
- Emotional Intelligence
- Professional and Positive Attitude

### Key Performance Indicators / Duties & Responsibilities

- Ensure the aircraft technical records are kept current daily.
- Ensure WinAir and future maintenance forecasts are updated and current daily.
- Ensure technical records are maintained in an orderly fashion.
- Ensure that records are maintained for installed aircraft parts.
- Collect data and generate reports.
- Take minutes of the monthly maintenance planning and scheduling meetings.
- Liaise with the Supervisor of Technical Records daily.
- Report any records deficiencies.
- Ensure aircraft times and cycles are correct and entered daily into WinAir tracking system.

### Qualifications

- Demonstrated capability and competency in field of expertise.
- Excellent oral and written communication skills.
- Demonstrated ability to work well with other individuals throughout the organization.
- Possess strong fundamental technical aircraft knowledge.

### Experience

- Minimum 1 year of experience in the field.
- Experience with maintenance tracking software. WinAir, CAMP, and Quantum are considered an asset.
- Experience with Microsoft Office Suite, notably Word and Excel.

**\*3-Month Probationary Period applies to this position.**

*Compensation is based on qualifications and experience and is in line with relevant industry standard wage scales.*

*Interested applicants should apply online at [Avmax.com](http://Avmax.com). **Only selected candidates will be contacted.***