

JOIN OUR TEAM: TECH RECORDS



Location - Thunder Bay

Status - Full Time

Start Date - TBD

Application Deadline - April 30th, 2025

Compensation - TBD

Competition # - 2025-010

➤ Key Responsibilities:

- Organize, maintain and update, as required, the technical records system.
- Maintain the computerized maintenance program including the removal and installation of components, entry of completed tasks and daily back up of the computerized maintenance system.
- Transcribe all maintenance actions recorded to the technical logs, as required
- Receive and review each journey log page and contain and/or correct any discrepancies in the recorded airtime and cycles.
- Transmit any corrections to the applicable aircraft maintenance base so that immediate corrections may be made to the journey logbook
- Maintain individual aircraft files to include records related to the maintenance history of each aircraft including legal documents, conformity certificates, modification data, equipment lists, SDR 's, etc.
- Compile journey log pages and task cards and file into the appropriate aircraft files for archives and AMO files.
- Update component records
- Aircraft records research as required
- Follow company safety program within their area of responsibility
- Carry out other duties assigned by the PRM.

➤ What We're Looking For :

Must have:

- Technical aptitude with auditing abilities

- Keen eye for detail and a commitment to accuracy
- Able to work independently or in a team environment
- Able to learn and adapt quickly
- Ability to lift up to 40 lbs
- Highly organized individual
- 1-3 year's experience in similar role
- Experience using MS office and SharePoint

Nice to have:

- Experience in the aviation industry
- Post secondary education in a related field
- Experience using RAAS aviation software

Skills & Competencies

- **CONCERN FOR SAFETY:** Identifying hazardous and potentially hazardous situations and taking appropriate action to maintain a safe environment for all North Star Air staff.
- **TEAMWORK:** Able to collaboratively work with others to achieve organizational goals.
- **CUSTOMER SERVICE:** Providing service excellence to internal and external customers.
- **INITIATIVE:** Dealing with situations and issues proactively while creating short and long-term solutions with operational staff.
- **COMMUNICATION:** Listening and communicating openly, honestly and respectfully with diverse audiences while promoting dialogue and building consensus.

Working Conditions

- Overtime as required
- Weekend work may be required

Benefits

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| • Life Insurance | • Casual dress |
| • On-site parking | • Company events |
| • Paid time off | • Retirement Plan |
| • Profit sharing | • Dental Care |
| • RRSP | • Disability Insurance |
| • Employee Value Program | • Employee Assistance Program |
| • Flight Benefits | • Employee stock purchase plan |
| • Vision Care | • Extended healthcare |

Please send your cover letter and resume to employment@northstarair.ca

Ensure the email subject line is titled "Tech Records" to distinguish from other emails.