

# NOW HIRING – OFFICE ASSISTANT

Position Title: **Office Assistant**

Employment Type: Full Time Seasonal Contract

Location: Sudbury, Ontario

MAG Aerospace Canada (MAG) is seeking applications for an Office Assistant to join our team for Summer 2018. The position will be full-time, seasonal and appeals to a detail-oriented individual with experience in customer service. Applicants should have excellent time management skills and superior communication and organizational skills. A great understanding of Microsoft Office and Excel is a must. Applicants must also be able to establish work priorities to ensure deadlines and procedures are met.

Hours of work may vary, and some weekend shifts may be required.

## **Job Duties:**

- Reception duties including answering phone calls and walk-ins
- Signing in contractors and guests
- Completing operational and financial tracking spreadsheets
- Scheduling and billing of flight school customers
- Other administrative duties as assigned

## **About MAG Aerospace Canada (Formerly Discovery Air Fire Services):**

MAG has been active in the Canadian aviation industry since it was founded in 1950 and is a premier supplier of special-mission aircraft. Our company focuses on niche markets within Wildfire Management, Air Charter, Training, and Airborne Imagery. We are a key supplier of Aerial Fire Detection and Airspace Management (Birddog) Services in Ontario and Saskatchewan. In addition, MAG has been providing specialty Court Air Charter services in Northern Ontario for over 30 years. MAG Aerospace is a global leader in manned and unmanned airborne imagery and surveillance operating on 5 continents and 20 countries worldwide. At MAG, we look for individuals who thrive in a high-performance environment where challenges are the norm and success is expected. If this sounds like you, apply today.

## **How to Apply:**

Please send your cover letter and resume to Kristen Wright at [kristen.wright@magaero.ca](mailto:kristen.wright@magaero.ca)

MAG is an Equal Opportunity Employer. We value diversity and encourage all qualified candidates to apply.

Only those selected for an interview will be contacted.

