



Position Title: Office Assistant
Employment Type: Full-time
Location: Dryden, ON
Reports To: Base Manager
Salary: \$18/hr + benefits

MAG Aerospace Canada has an immediate opening for an **OFFICE ASSISTANT** in our Dryden office. This is a full-time, permanent position and will appeal to a detail-oriented individual with 1-2 years of office experience.

Job Details:

- Hours of work are generally 8am-4pm, Monday - Friday
- Occasional overtime may be required (including some weekends)

Your Qualifications:

- Have strong Microsoft Office and Excel computer skills
- Be able to multi-task and prioritize work as required
- Have excellent time management abilities and superior communication and organizational skills

Why join MAG Aerospace Canada?

By joining MAG, you have the opportunity to participate in a unique and dynamic training environment focused on safety, entrepreneurship, innovation, and teamwork. A career at MAG Canada includes:

- Competitive remuneration package
- Generous health benefits package
- Group RRSP with employer matching

Please send your cover letter, along with your resume to careers@magaero.ca. MAG Aerospace Canada is an Equal Opportunity Employer. We value diversity and encourage all qualified candidates to apply. Only those selected for an interview will be contacted.