



**Position Title:** Operations Administrator and Aerial Operations Coordinator (AOC)

**Employment Type:** Full-time, Permanent

**Location:** Kenora, ON

**Salary:** Commensurate with experience and qualifications

**Job Position:**

The Operations Administrator will provide office administrative support for the Kenora Base and operations support for the rest of the MAG Canada Network. While working as The Aerial Operations Coordinator (AOC), the successful candidate will liaise with various employees and MAG clients to keep flight crews informed about scheduling and flight plans.

**Responsibilities:**

- Provide AOC duties during the operational period.
- Provide Flight Following for all MAG aircraft when required during operational period.
- Provide quotes to clients inquiring about air charter services.
- Organize flights and crews.
- Answer the phone and respond to any queries in a timely and professional manner.
- Order supplies for the office as required.
- Organize greeting parties for various clients.
- Place lunch orders for various clients.
- Receive and gather incoming mail.
- Monitoring the phone after hours
- Gather Visa, mileage, and any other expenses.
- Handle hazardous materials account.
- Other duties as assigned.

**Qualifications:**

- Ability to work in a fast-paced environment.
- Ability to resolve conflicts in a calm and professional manner.
- Ability to multitask, prioritize and manage time effectively.
- Proficient with Microsoft Office (Word, Excel, PowerPoint).
- Effective communication and organizational skills
- Must be willing and able to work extended hours and weekends on a flexible schedule.
- Bilingual (French and English) an asset
- Background in Aviation Operations or Forest Fire Management an asset
- Valid Restricted Radio Operations Certificate with Aeronautical Qualifications (ROC-A) an asset

**About MAG Aerospace Canada:**

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 Canada. 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.



MAG Aerospace Canada is committed to our values of safety, reliability, and value. These values define who we are and continue to guide us in our daily operations.

**Why Work with MAG Aerospace Canada:**

- Competitive salary
- Health and Dental Benefits
- Short-Term and Long-Term Disability Insurance
- Life and AD&D Insurance
- Group RRSP with % Company Matched Contributions
- Employee Assistance Program (EAP)
- Supportive workplace culture

**How to Apply:**

Please send your cover letter, along with your resume to [careers@magaero.ca](mailto:careers@magaero.ca). MAG is an Equal Opportunity Employer. We value diversity and encourage all qualified candidates to apply.