



Position: Aircraft Technical Records Clerk – Summer Position

Employment Type: Part-time, Temporary (approximately 18-20 hours/week)

Location: Kenora, ON

Salary: \$22/hour

Join Our Team at MAG Aerospace Canada!

MAG Aerospace Canada, a leader in specialized aviation services for over 65 years, is searching for an Aircraft Technical Records Clerk to be part of our dynamic team for the upcoming summer season.

Duties and Responsibilities

- Gather Aircraft log sheets and work orders daily.
- Check log sheets for accuracy and completeness.
- Updating of aircraft times in spreadsheets and computer maintenance tracking system.
- Emailing for missing logs and corrections as required.
- Creating and emailing daily reports to various locations
- Data entry of work orders on maintenance tracking system
- Filing of log sheets as required
- Other duties assigned by the Technical Records personnel

Qualifications

- Microsoft Office with emphasis in Excel
- Keen eye for detail and a commitment to accuracy
- Able to work independently and within a team environment
- Able to work flexible hours, including alternate weekends.

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.

How to Apply:

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