



JOB POSTING: 2020-014

JOB TITLE: Technical Records Clerk

COMPANY: Coulson Aviation (Coulson Aircrane Ltd.)

REPORTS TO: Technical Records Manager

ABOUT US:

Global Leaders in Aerial Firefighting

Coulson Aviation (Coulson Aircrane Ltd.) is a privately owned family company based in Port Alberni, British Columbia, Canada. The company has over 160,000 safe flight hours and has been in the aviation business for over 36 years; operating a diverse fleet of both fixed wing and rotary wing aircraft. The company's operations have included helicopter logging, forest fire suppression, power-line construction, airliner passenger transport and many other industrial heavy lift operations. The fleet is geared for mobility and self-sufficiency and is supported by mobile fuel tankers and aircraft maintenance service vehicles staffed with qualified engineers. These aviation services are provided to clients on a "turnkey" basis.

Coulson Aviation (USA) Inc. was founded in 1990 as a wholly owned subsidiary of Coulson Aircrane Ltd. From 1990 to 1993 Coulson Aviation (USA) provided the personnel for extensive heli-logging operations in Alaska. In the succeeding years, Coulson Aviation (USA) purchased its first C-130 Hercules that currently holds contracts within the United States and Australia. A second C-130 Hercules was acquired for the program in 2015 to accommodate the growing need for large air tankers.

Coulson Aviation (Australia) Pty Ltd was created in 2010 to support Coulson Aviation's long-term operations and commitment to its Australian customers. It was setup as a wholly owned subsidiary of Coulson Aircrane Ltd. to provide aircraft personnel for Coulson's rotary and fixed wing aircraft operating under contract in Australia for Firefighting and offshore oil applications.

Coulson Aircrane Ltd. (Port Alberni, BC) operate a Business and Quality Management System certified to ISO 9001:2015 + AS9100D for the manufacturing of parts and assemblies, including post-delivery support.



WHAT WE'RE LOOKING FOR:

Due to our rapid business growth, we are looking for an experienced Technical Records Clerk to join our team.

This position assists in the day-to-day clerical tasks that are required for our fast-paced, constantly changing environment. The candidate should be excellent in all Microsoft programs, particularly Excel, with a strong attention to detail and numbers tracking. Because our corporate business is global in nature, the candidate must also be able to work a flexible schedule.

Duties & Responsibilities:

- Review journey logbook pages for all aircraft and ensure all logbook parameters are filled out by the flight crew
- Enter daily flight times into the weekly spreadsheet
- Enter the weekly flight times into the Major Component Report / spreadsheet
- Make corrections to addition errors on logbook page copies
- Issue alert corrections to respective engineer / aircraft
- Update and maintain CALM as required
- Print and distribute CALM reports, paper copies to the PRM and E-mail copies to the field engineers
- Update CHR records for components and engines
- Update the engine RHL / utility spreadsheets as required
- E-mail the daily flight report and Major Component Report spreadsheets to Accounting weekly
- Enter lifts on aircraft lift spreadsheet weekly
- Record parts used weekly, E-mail report to Management
- Attend the Maintenance Meeting, and record, update, and distribute the Maintenance Meeting Minutes
- Distribute the minutes and major Component report weekly
- Assist the Engine / Component Planner
- Prorate Maintenance / Engine programs when required
- File Component / Engine CHR's received from Stores and from aircraft
- Retrieve CHR's from the file cabinets for Stores and parts going for O/H, sold, etc.
- Keep track of technical library subscriptions
- Review library updates and download publication amendments
- Enter amendments in the review book for the PRM

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Position Requirements:

- Minimum two (2) years' experience using MS Office, with emphasis on Excel, Outlook, and Word.
- Previous experience in aviation industry preferred.
- Thorough understanding of all technical documents such as technical bulletins, alert service bulletins, Airworthiness Directives etc.
- Understanding of Canadian Aviation Regulations and Federal Aviation Administration requirements
- Able to work independently and within a team environment.
- Able to work flexible hours, including evenings and weekends.
- Valid Passport.
- Eligible to work in Canada.

HOW TO APPLY:

Please submit your resume with a cover letter outlining your experience and salary expectations to jobs@coulsongroup.com. Please quote "2020-014 – Technical Records Clerk" in the subject line.

We would like to thank all applicants in advance for their interest; however, only those selected for an interview will be contacted. No phone calls please.

BENEFITS:

In addition to a competitive salary, Coulson provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits and pension. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive work-life balance, creating an environment that champions creativity and autonomy.

We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the application process, please notify us and we will work with you to meet your needs

PORT ALBERNI:

Port Alberni is a jewel nestled in the Alberni Valley on Vancouver Island. The city and surrounding area offer many outdoor activities such as water sports, camping, hiking, snowshoeing, and others. With lakes,

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the Inlet, and mountains all around, you will never run out of things to do here. There is a movie theatre, and many shops owned and operated by residents. You will also find some of the most delicious seafood right here in town at one of our many local restaurants.

If you are looking for a quick weekend getaway, Tofino and Ucluelet are a mere two-hour drive west of town. If you are not looking for waves, Nanaimo is only an hour east, and Victoria is less than three hours south. Both offer big city shopping opportunities in addition to a wide variety of arts, entertainment, dining, and cultural activities. The Comox Valley is an hour northeast of the Valley, offering mountain biking, skiing, caving, and other outdoor activities. And cannot miss the mountain goats on the roof at Coombs!

Centrally located, Port Alberni offers you the benefits of a small town – affordable real estate, anyone? – with the ability to play outside and experience big city life nearby.

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