



## AIR TINDI LTD.

126 Bristol Avenue | Yellowknife, NT | X1A 3T2

Yellowknife Direct  
Toll Free

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1-888-545-6794

## MAINTENANCE PROGRAM COORDINATOR

### OUR COMPANY

Air Tindi Ltd. prides itself on safety, customer satisfaction and professionalism. Together with our *dedicated* partnerships, passionate employees and a diversified fleet of aircraft built for the North, we remain at the forefront of on demand and scheduled services in Northern Canada.

While based in Yellowknife NT, Air Tindi has been providing services for over 35 years, across Canada and in many different capacities, including essential schedule services to Northern communities, commercial industries (mining), tourism, government, and community support services.

Fleet: de Havilland Canada Dash-7, de Havilland Canada Twin Otter, Beech King Air 250, de Havilland Canada Turbo Otter, Cessna Caravan.

### OVERVIEW

Reports to the Director of Maintenance

The Maintenance Program Coordinator will be responsible for:

- Reviewing, assigning, and monitoring training to ensure regulatory compliance;
- Update employee records in RAAS;
- Set up training binders for new employees;
- Update Elementary Training Records and forward to Flight Ops;
- Update the Crew schedule;
- Track and submit leave requests;
- Monitor and pay aircraft subscriptions, ATP/CampEHM and Jeppesen;
- Process Director of Maintenance expenses;
- Work with RAAS to resolve issues as they arise;
- Review the Expense Center and Issues Report to explain variances and advise of changes required to be made in RAAS for reconciliation purposes;
- Run all month end inventory reports and configure for finance;
- Other duties as required.

### REQUIREMENTS:

- High School diploma (minimum);
- A background in Aviation is an asset;
- Ability to communicate and correspond clearly and precisely in English (minimum);
- Experience with general Finance terms and processes.
- 2+ years of inventory management;
- Experience working with computer-based inventory control programs, and;
- Experience with Microsoft Office products (Outlook, Excel, Word).
- Ability to lead by example;
- Work in a fast paced environment;



- Ability to self-manage timed projects;
- Must be organized, detail orientated, and;
- Must be a safety conscious individual who can work unsupervised.

**COMPENSATION:**

- Competitive Wages
- Group RRSP Matching
- Work life balance
- Interline Travel
- Health and Dental Benefits
- EFAP Employee, Family Assistance Program
- Work parties
- Stocked Kitchen

At Air Tindi we work together to provide an inclusive environment. We are committed to employment equity and encourage qualified candidates from all backgrounds to apply.

Please send your resume to [humanres@airtindi.com](mailto:humanres@airtindi.com)

We want to thank all applicants for their interest, only those selected will be contacted for an interview.