

AVIONICS DESIGN SERVICES LTD.

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Airworthiness Coordinator:

We are looking for a responsible person to act as the primary Liaison with Transport Canada Engineering. This involves a variety of administrative and clerical tasks. This person is expected to develop into this position over a period of time. They will also develop into the manager of the Administrative staff.

Job Description:

Airworthiness Coordinator duties and responsibilities include providing administrative support to ensure efficient management of critical engineering documents in accordance with the company's procedures and practices, liaison with Transport Canada, and ensure efficient operation of the office. The Airworthiness Coordinator:

Supports the managers and employees through a variety of tasks related to organization and communication.

Is responsible for confidential and time sensitive material. Coordinates with Transport Canada on submission of compliance and engineering data.

Is familiar with good engineering data control practices and procedures.

Must be able to effectively communicate via phone and email ensuring that all administrative staff duties are completed accurately and delivered with high quality and in a timely manner.

May direct and lead the work of others. Maintains records with a high degree of accuracy using a database.

Reports to the DAO (Design Approval Organization) manager.

Attributes of a successful applicant:

Understands ethical behaviour and business practices

Is able to establish and maintain positive working relationships

Can communicate effectively

Has good decision making skills

Is organised

Has conflict resolution skills

Is a good team player